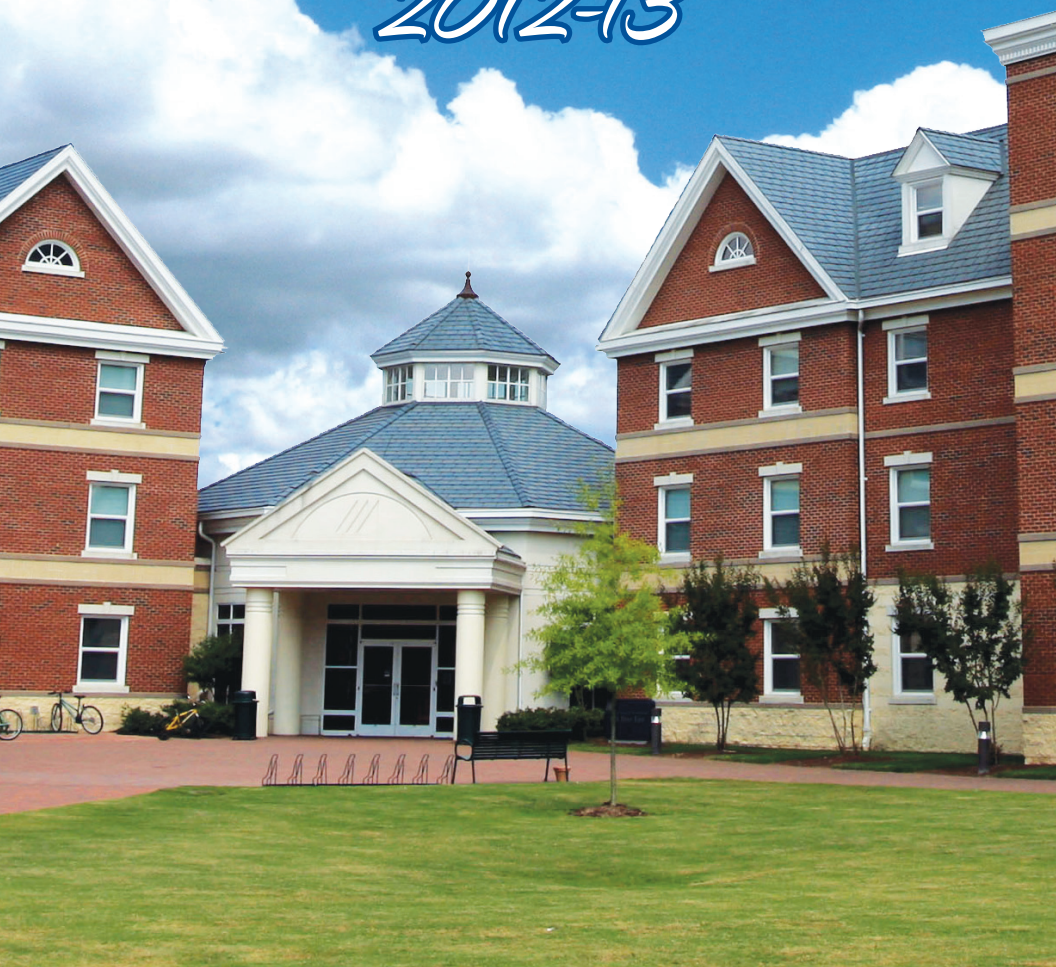


CHRISTOPHER NEWPORT UNIVERSITY'S

# *Residence Life Handbook*

*2012-13*



# RESIDENCE LIFE HANDBOOK

Volume 2, Number 14, August 2012



## CHRISTOPHER NEWPORT UNIVERSITY

Christopher Newport University reserves for itself and its departments the right to supplement, withdraw or change this handbook. Interpretations of matters in this handbook are the responsibility of the dean of students and appropriate designees. The president of Christopher Newport University has final authority in the interpretation. Christopher Newport University, as an affirmative action/equal opportunity institution, does not discriminate in admission, employment or any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, political affiliation or sexual orientation.

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Office of Residence Life  
David Student Union 3125  
(757) 594-7527  
**[reslife.cnu.edu](http://reslife.cnu.edu)**

# WELCOME TO RESIDENCE LIFE AT CNU!

Welcome to on-campus living at Christopher Newport University. The Residence Life staff and the entire university community look forward to hosting you for the upcoming academic year. We hope you will find your stay with us enjoyable and come to consider CNU residence halls your home away from home.

Living on campus provides many exciting opportunities and benefits. We encourage you to get involved in your residential community, meet the staff and get to know your neighbors. During your stay, we hope you will participate in hall programs and plan some of your own activities with friends. You might also consider a leadership role on your floor, get involved with hall council or the Residence Hall Association, and help to create a sense of community in your building. Through your involvement, you will develop relationships and important life skills that will complement your classroom experience and college education.

This Residence Life Handbook is filled with important information you need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student. Please take time to familiarize yourself with the contents of this handbook. If you have any questions or require assistance with your living situation, Residence Life staff members are here for you. Let us know what we can do to assist you.

Welcome, again, to Residence Life. Be safe, have fun and make the most of your residential experience.

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## Residence Life Mission Statement

Residence Life is dedicated to serving residential students and developing a safe and inclusive living-learning community that supports the academic mission of the University. CNU Residence Life seeks to enhance the co-curricular experience and to facilitate the holistic growth of students to prepare them to pursue lives with meaning and purpose and to become responsible and contributing members of society.

## CNU Honor Code

*“On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. That means I will not lie, cheat or steal and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”*

# RESIDENCE HALL CALENDAR

## August 2012

- 18-19..... First-Year Students Move In, 8 a.m.  
20-24..... Welcome Week and First-Year Student Core Advisor Meetings  
22..... Transfer Students Move In, 10 a.m.  
24..... Academic Convocation and Honor Code Induction Ceremony  
25-26..... Main Campus Residence Halls, Harrison  
                    Apartments and Greek Village Move In, 8 a.m.  
26..... Dining Halls Open This Evening  
27..... Classes Begin and Meal Plan Decrease/Cancellation Deadline  
31..... Fall Add/Drop Ends

## September 2012

- 3..... Labor Day - Classes Meet  
10..... Begin Fall Room Change Period for Upperclass  
21..... Last Day for Housing and Meal Plan Proration

## October 2012

- 1-5 ..... First-Year Students One-on-One Meetings With Core Advisors  
5-7 ..... Family Weekend  
8-12..... Health and Safety Inspections Week  
19-23..... Fall Break: Residence Halls Remain Open (Dining Halls Close)  
24..... Classes Resume  
31..... Last Day for Students to Withdraw or Elect Pass/Fail for Classes

\*Note: First-and Second-Year Registration Advising With Core and  
Major Advisor Will Begin mid-October

## November 2012

- 2-3..... Homecoming  
16..... Last Day to Request a Room Change Until Spring Semester  
21-24..... Thanksgiving Break: Residence Hall Close at Noon  
                    \*CNU Apartments, CNU Landing, CNU Village and Greek Village remain open  
25..... Main Campus Residence Halls Reopen at Noon and Dining Halls  
                    Reopen for Dinner  
26..... Classes Resume From Thanksgiving Break

## December 2012

- 7..... Classes End: 24-Hour Quiet Hours in the Residence Halls

- 10..... Final Exams Begin  
 15..... Final Exams End and Dining Halls Close After Brunch  
 16..... Main Campus Residence Halls Close at Noon  
 \* CNU Apartments, CNU Landing, CNU Village and Greek Village remain open

## January 2013

- 7..... Transfer Students Move In  
 8..... Main Campus Residence Halls Reopen at Noon and  
    Dining Halls Reopen  
 9..... Spring Classes Begin and Meal Plan Decrease/Cancellation Deadline  
 15..... Last Day to Add/Drop and Change Audit Status  
 21..... Begin Spring Room Change Period

## February 2013

- 5..... Last Day for Housing and Meal Plan Proration  
 11-15..... Core Advisor Meetings to Discuss Academic Progress  
 15-18..... Health and Safety Inspection Week

## March 2013

- 1..... Midterm Grades Submitted and Dining Halls Close After Dinner  
 2-10..... Spring Break: Residence Halls Close at Noon  
    \*CNU Apartments, CNU Landing, CNU Village and Greek Village remain open  
 10..... Main Campus Residence Halls Open at Noon and Dining Halls  
    Open for Dinner  
 11..... Classes Resume From Spring Break  
 20..... Last Day for Students Who Withdraw to Receive Prorated Housing/  
    Dining Refunds and to Withdraw or Elect Pass/Fail for Classes  
    \*Note: First-Year and Second-Year Student Registration Advising With  
    Core and Major Advisor Will Begin mid-March

## April 2013

- 1..... Last Day to Request a Room Change for Spring Semester  
 23..... Classes End: 24-Hour Quiet Hours in the Residence Halls  
 25..... Final Exams Begin  
 30..... Final Exams End and Dining Halls Close After Lunch

## May 2013

- 1..... Main Campus Residence Halls Close at Noon  
    \*except for graduating seniors  
 11..... Spring Commencement



## **June 2013**

15..... CNU Apts. and CNU Landing Contracts End at Noon  
30..... CNU Village and Greek Village Contracts End at Noon

## **July 2013**

1..... CNU Apartments (except Monroe) and CNU Landing Contracts Begin  
15..... CNU Village Contracts Begin

## **August 2013**

24..... Greek Village and Monroe Apartment Contracts Begin

# **THE RESIDENCE LIFE STAFF**

## **Director of Residence Life**

The director for residence life oversees all functions of the Office of Residence Life. The Director is responsible for the direction and leadership of the Residence Life program, including development and implementation of the Residential Life philosophy, policies and procedures. The director supervises the assistant directors and professional live-in staff (area coordinator and hall directors).

## **Assistant Directors of Residence Life**

The assistant directors of Residence Life work closely with the director and area coordinator/hall directors to promote staff programming and community development efforts in the residence halls. The assistant directors coordinate room assignments and staff selection, training and development.

## **Assistant Housing Coordinators**

Assistant housing coordinators are professional staff members who work closely with one of the assistant directors on room assignments, lottery, meal change forms and damage appeals.

## **Area Coordinator**

The area coordinator is a full-time master's degree-level live-in professional who oversees the entire East Campus. This role is responsible for directly supervising resident assistants; front desk assistants; and students with 10-, 11-, and 12-month contracts. In addition, this position advises the East Area Council.

## **Hall Directors**

Hall directors are full-time master's degree-level professionals who live and work in the residence halls. They have significant education, leadership experience and specific training in residence hall management. Hall directors supervise resident assistants and, front desk assistants, and advise hall councils.

## **Resident Assistants**

Resident assistants (RAs) are community builders who live in designated areas of each residence hall on campus. They are full-time upper-class students trained to help with most situations that may arise for residents, including academic and personal concerns. During the year, RAs plan programs and activities to provide students with social and educational opportunities outside the classroom. RAs also assist residents with upholding and enforcing university policies and any additional community standards halls may adopt.

## **Front Desk Assistants**

Front desk assistants are full-time students who assist in the residence halls through front desk operations. Their responsibilities include answering questions, distributing equipment and keys, checking IDs, and maintaining the guest registration log.

## **Police Aides**

Police aides are full-time students who staff the main campus residence hall front desks from midnight until 8 a.m. whenever the buildings are officially open. They provide after-hours information assistance while ensuring only residents and registered guests enter the residence halls. Police aides are supervised by University Police.

## **Hall Council and Area Council**

Each residential area on main campus has a hall council that functions as the programming and governing body for the residence hall. It plans programs and makes policy recommendations to improve the quality of life in the residence halls. At the beginning of the fall semester, each floor, hall or wing elects or appoints a representative to cast official votes at hall council meetings. All residents are considered members of their respective hall councils and are encouraged to participate. On East Campus, the East Area Council represents the residents of Greek Village, CNU Apartments, CNU Landing and CNU Village.



## **Residence Hall Association**

The (RHA) is the umbrella organization that unites the hall councils from across campus and represents the interests of all residential students. All residents are considered members of RHA and are encouraged to participate in this excellent leadership opportunity.

## **National Residence Hall Honorary**

The (NRHH) is a student leadership organization that recognizes the top 1 percent of residential students living on campus. Members are inducted each year based on demonstrated excellence in the classroom and positive contributions to residence hall communities.

# **COMMUNITY STATEMENT**

When you live in the residence halls and share space with other people, you cannot help but have an impact on, and be impacted by, the people and community around you. Keeping this in mind, the ideal residence hall community is built on:

## **Personal Responsibility**

Residents take responsibility for their actions. They own up to their mistakes and try to make things better. They are aware of the effect their behavior has on the residence hall community and make a conscious effort to minimize any negative impact on others.

## **Respect**

Residents learn to respect and appreciate each other for their differences as well as their similarities. The “golden rule,” treat others how you want to be treated, is practiced, and basic rights are observed. Residents put the well-being of others and the community before themselves.

## **Communication**

Residents connect with each other and build positive relationships. They openly express their thoughts and feelings. Problems are discussed and resolved constructively.

## **Trust**

Residents believe in each other. They are willing to share of themselves and

rely on one another. Residents feel comfortable being open and honest with each other.

## **Commitment**

Residents feel a responsibility toward their community. They share a bond and a common identity. They stick up for each other. Residents take pride in and help maintain community standards and the appearance of their building.

## **Involvement**

Residents care about their surroundings and participate in the lives of their neighbors. They take an active role in the development of their residential community.

# **SERVICES AND FACILITIES**

## **Alertus**

This is the campus emergency system. It provides timely notification if a cell phone is turned off or you are not in front of your computer. Panels are mounted on the walls and are located in each hallway in all the residence halls. In the event of an emergency, this system will alert those in the area.

## **Center for Academic Success/Alice F. Randall Writing Center**

Sometimes you may find yourself needing additional support to improve and enhance your academic performance in grammar and writing or in other subjects. Visit the Alice Randall Writing Center and the Tutoring Center located in room 240 of Tribble Library. The center is open from the second week of classes to the last week of classes every semester. Stop in and meet with a writing consultant or tutor.

## **Center for Career Planning**

The Center for Career Planning offers career counseling, internship and employment search assistance, and graduate school planning assistance for CNU students and alumni. Individual appointments, workshops and recruiting events are available. Look for programs offered in the residence halls and across campus. The Center for Career Planning can be reached by phone at (757) 594-8887.

## **Center for Honor Enrichment and Community Standards**

The (CHECS) is located on the third floor of the David Student Union. The center promotes respectful community living. CHECS and Residence Life work closely to promote decision making, personal responsibility and character development. Leading an honorable life helps to prepare you for leadership roles within your learning community. Contact CHECS at (757) 594-7190.

## **Counseling Services**

Academic pressure, relationship concerns, adjusting to a new environment, along with various other personal concerns, may impact your academic, personal or social development. If this is the case, you may find it helpful to talk with a professional counselor. The Office of Counseling Services provides an opportunity for you to effectively address your various personal and educational goals. Services are available at no charge, with strict confidentiality maintained by staff. The Office of Counseling Services can be reached by phone at (757) 594-7047 and is located in The Freeman Center.

## **Captains Cash Account**

Captains Cash is an account tied to your CNU ID (Captains Card) that is an easy and convenient way to make purchases on campus and at select off campus locations. There are no PIN numbers to remember or interest charges to pay. Captains Cash is only accepted at locations that have been approved by Christopher Newport University.

Students can check their balances, review transactions and report their Captains Card lost online at CNU Connect under “My Captains Card.” Students may also add to their balance online with a credit card or at the Captains Cash kiosk in the Student Union using cash or credit card.

## **Dining Services**

Students must present their CNU ID in order to use the meal plan in any of the dining venues (Hiden-Hussey Commons, Regatta’s or Discovery). The CNU ID and meal plan cannot be used by anyone other than the student whose name appears on the card. Allowing another individual to use your meal plan may result in judicial action and/or suspension of meal privileges without refund. Guests are welcome to purchase a meal at the entrance to the dining facility. Hours of operation and menus are posted online at [dining.cnu.edu](http://dining.cnu.edu).

# Directory Information

Directory information (i.e., room numbers and mailbox numbers) is considered public information and may be released on request. Students who do not wish to have certain directory information released should contact the Office of the Registrar at (757) 594-7155.

# Front Desk Operations

Front desks are located in each of the residential areas. Desks in main campus residence halls are staffed 24 hours a day, seven days a week, when residence halls are open.

Front desk assistants from 7:45 a.m. – 8 p.m.

Resident assistants from 8 p.m. – Midnight

Police aides from midnight to 7:45 a.m.

The East Campus front desk operation is located in Tyler Hall.

Hours of operation are posted in the area.

East Campus front desk: .....	(757) 643-7019
James River Hall front desk: .....	(757) 643-8000
Potomac River North front desk: .....	(757) 534-9301
Potomac River South front desk: .....	(757) 534-9300
Santoro Hall front desk: .....	(757) 643-7000
Warwick River East front desk: .....	(757) 594-0358
Warwick River East front desk: .....	(757) 594-0278
York River East front desk: .....	(757) 643-7008
York River West front desk: .....	(757) 643-7009

# Health and Wellness Services

Phone: (757) 594-7661

Email: [uhws@cnu.edu](mailto:uhws@cnu.edu)

Location: First floor of The Freeman Center

University Health and Wellness Services (UHWS) is a healthcare partnership between CNU and Riverside Healthcare Systems, one of the largest healthcare systems in the region. UHWS, through a contractual arrangement with Riverside, offers many services to support healthy living as well as help students learn to take responsibility for their wellness.

A family nurse practitioner is available in UHWS to assist with wellness and sick care needs and can provide services such as diagnosis and treatment of illness and injury, physical examinations and preventive health screenings.

To avoid an extended wait time, appointments are encouraged and given priority; however, walk-ins are welcomed. Hours are Monday through Friday, 8:30 a.m. - 5 p.m. (or as posted) when classes are in session during fall and spring semesters. For a list of services and fees please visit the **[cnu.edu/studentclinic](http://cnu.edu/studentclinic)**.

For assistance after hours and on weekends, Ask-a-Nurse 24-hour Telephone Resource Line is available by calling Riverside Hospital at (757) 594-2000 and requesting to speak to Ask-a-Nurse. Students with medical questions or concerns can call Ask-a-Nurse anytime, 24 hours a day, to speak to a registered nurse. Ask-a-Nurse can provide information as well as assistance in making physician referrals.

If a student is unable to get to the dining facilities due to illness or injury, a proxy person may obtain a sick tray meal-to-go for the sick or injured student. The form is available online at **[cnu.edu/studentlife/current/reslife.asp](http://cnu.edu/studentlife/current/reslife.asp)** and **[dining.cnu.edu](http://dining.cnu.edu)**.

## Information Technology Services

Information Technology Services (ITS) provides support for technology users across campus. Residence hall rooms come furnished with a technology bundle, including basic cable and high-speed Internet. Problems with cable or Internet should be reported to the ITS Help Desk by filling out a Help Desk Request Form online through the CNU Connect Help Desk Work Order System, e-mailing [helpdesk@cnu.edu](mailto:helpdesk@cnu.edu), calling (757) 594-7079 or stopping by the ITS Help Desk in Tribble Library. Students are encouraged to use the online form, which enables them to track the status of their request. If students cannot access and submit the form from their room due to technology problems, they can use a computer cluster in a residence hall, the library or elsewhere on campus.

## Laundry Facilities

Washers and dryers accept coins or Captains Cash and are located in each of the residence halls. Residents are encouraged to remove their clothing from the machines promptly and to be respectful of other people's laundry. Laundry should not be left unattended for long periods of time. Problems with laundry machines should be reported to the front desk or point of contact posted in the laundry room. The University is not responsible for lost, stolen or damaged clothing. Refunds may be issued at the Information Desk in the Student Union.

## **Laundry/Vending Machines**

Money lost in vending machines and laundry machines can be refunded through the Student Union Information Desk (757) 594-7000 or 7100).

## **Lounges and Computer Labs**

Residence hall lounges and computer labs are intended for use by building residents and guests only. Lounge spaces may be reserved for limited use. Reservations can be made at the front desk of the residence hall. The hall director has discretion over appropriate use of the lounges and common spaces in their area.

## **Mail Services**

All residents living in university-owned housing are assigned a mailbox in the Student Union. Once a student is assigned a mailbox, he or she will keep that same mailbox the entire time he or she lives in university housing. The Student Union Post Office is open Monday-Friday during posted hours. Incoming mail should be addressed as follows:

Student Name  
1000 University Place #  
Newport News, Virginia 23606

Students not returning to CNU housing the following semester must return their mailbox keys to the Student Union Post Office, or a \$10 key charge will apply.

## **Office of Student Success**

The Office of Student Success supports your transition into college life socially and academically. Residence Life pairs with Student Success to promote resources to assist you with time management, study skills and academic planning. Contact the Office of Student Success at [oss@cnu.edu](mailto:oss@cnu.edu)

## **Residential Housing Support**

For room maintenance, residents should submit an online work request through CNU Connect. Repairs will be made as quickly as possible. If the issue is not resolved within three working days, contact (757) 594-7561. Emergency maintenance personnel are on call after hours and on weekends for emergency maintenance issues that cannot wait until normal working hours. Contact the front desk in your area if you experience any of the following emergencies:



- Sparking or smoking outlets or fixtures
- No lighting in stairwell or bathroom
- No water
- No hot water
- Clogged toilet
- Leaking sprinkler head
- Inability to lock room door
- Inability to open room door
- Jagged or shattered glass in the room
- Major leak causing flooding
- A/C unit frozen and flooding
- Buzzing smoke detector

Residents should report Internet and cable problems through CNU Connect.

Submitting a work request gives university personnel permission to enter a student room to make repairs.

For detailed instructions on how to submit a online work request visit [cnu.edu/housing/current/workorder/index.asp](http://cnu.edu/housing/current/workorder/index.asp).

## **Residential Operations**

A newer addition to the Office of Residence Life is Residential Operations. Residential Operations is responsible for room assignments, lottery, meal change forms and damage appeals.

## **Parking Services**

Parking and Transportation Services is located in the parking garage behind the Ferguson Center for the Arts. The phone number is (757) 594-7129. Valid parking permits (permanent or temporary) are required when parking on campus. Parking is permitted in designated areas only. Parking or driving on grass or sidewalks is prohibited.

## **Pest Control/Extermination**

Bug problems should be reported via an online work request through CNU Connect. To reduce problems, residents are reminded to keep areas clean and not leave food or dirty dishes lying around. Trash should be bagged, tied up and taken to designated trash rooms or dumpsters.

## **Residence Hall Closing (See Also: Check-in and Check-out)**

Main campus residence halls (Santoro, James River, Potomac River, Warwick River, York River) close for Thanksgiving, winter and spring breaks. CNU Apartments, CNU Village, CNU Landing and Greek Village remain open during all break periods. Residents may leave their belongings in their rooms over break.

Failure to leave when the halls are closed or at the end of a contract period may result in late check-out charges. Charges may increase and compound the longer the resident takes to leave.

Residents must return any applicable room keys to the front desk at the end of their housing contract. Failure to do so will result in an improper check-out charge.

In the event of a weather emergency or natural or manmade disaster, all CNU residential areas, including CNU Apartments, CNU Village, CNU Landing and Greek Village, may be required to evacuate.

## **Special-Interest Housing**

Housing is available in James River Hall Theme Units for groups of rising sophomores, juniors and seniors who share a common interest and whose stated goals and objectives can be enhanced through a shared living environment. Groups of students interested in this option must submit an application to Residence Life prior to the housing lottery process held in the spring.

QUEST Housing, sponsored by the CNU Honors Program and President's Leadership Program, offers high-ability students with similar interests and aspirations, an opportunity to interact socially as well as academically. The privilege of living in Quest comes with the understanding that students will respect each other's property and study time. Inappropriate behavior may lead to the loss of the privilege to participate in Quest. Quest residents are expected to suggest programs of interest and to attend a designated number of Honors Program-sponsored events each semester.

Learning Communities are groups of first-year students who take several classes together and may share a common living environment. Learning Communities help promote academic success and bridge the in-class and out-of-class experiences at CNU.

# RESIDENCE LIFE POLICY STATEMENT

Students living in the residence halls are expected to conduct themselves honorably and respect each other and their residential community. Choosing to attend Christopher Newport University obligates the student to abide by the CNU Student Code of Conduct and University Honor Code and other policies outlined in the Residence Life Handbook and Student Handbook. Students living on campus are also responsible for all information contained in the Housing and Dining Services Contract.

Living in the residence halls at CNU is a privilege. Residents are responsible for their decisions and will be held accountable for their actions. Those who are unable to conduct themselves appropriately and who negatively impact the residential community may be removed from campus housing.

Students who are present during a violation of university policy may share responsibility for the violation and face disciplinary action. As adults living in a community setting, residents face the choice of attempting to confront and correct the situation themselves, removing themselves from the situation, involving staff, or doing nothing. When confronted for behavior that is considered a violation of university policy, residents are expected to respond appropriately. Failure to do so demonstrates disrespect for the community and university policies.

Behavior or conduct that threatens the health and safety of the residential community may result in disciplinary action, which may include immediate interim suspension (removal) from the residence halls pending an investigation or a discipline hearing. Examples include but are not limited to:

- Conduct that threatens the health and safety of the residential community
- Vandalism or intentional destruction of university property
- Verbal or physical threats or the intimidation of others
- Fighting or any form of physical assault upon another person
- Possession or use of illegal drugs
- Possession of firearms or other dangerous weapons
- Hosting or participating in a party with a common source of alcohol (keg, beer ball, punch bowl, etc.)

8. Self-destructive behavior, including, but not limited to suicide attempts, threats or gestures

## RESIDENCE HALL POLICIES

In addition to the following residence hall policies, residents are responsible for regulations outlined in the Student Handbook and the CNU Housing and Dining Services Contract.

### Advertising and Solicitation (See also: Posting)

Bulletin boards are provided in hallways and common areas to keep residents informed of Residence Life and university activities. Residents may post information in approved posting areas on their floor. Posting on other floors, in the lobby and throughout the building must be approved by the hall director.

Non residents, clubs/organizations and outside groups wishing to post in the halls must submit flyers to the hall director for approval. Student Assembly-approved flyers must also be approved by the hall director before posting. Residence Life staff will then post the flyers within two business days. Posting on main lobby doors, community windows, floors, ceilings and building exteriors is prohibited. Material that is inappropriately posted will be taken down.

Door-to-door solicitation in the residence halls is prohibited. This includes solicitations for charitable donations or door-to-door advertising and solicitation by university student organizations. Solicitation in the lobby or lounge areas requires prior approval from the hall director or designee. Student rooms may not be used as a place of business.

### Alcohol

Students and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in university housing. Alcoholic beverage containers and beer funnels are also prohibited. Empty alcohol containers may be considered evidence of prior alcohol consumption in the residence halls and result in disciplinary action. Any alcohol found in the residence hall may be poured out or confiscated and disposed of at a later time.

Alcohol that is confiscated will not be returned to the student or to legal-age guests. Guests who bring alcohol into university housing put their host at risk for disciplinary action, and the guest(s) may be prohibited from visiting the residence halls or CNU campus in the future.

## **Amplification**

Placing stereo speakers or other sound amplification devices in windows, doorways and common areas is prohibited unless for an approved event. Volume should be maintained at a reasonable level so as not to disturb other residents or people outside the building. This includes musical instruments and amplifiers. Courtesy hours are always in effect (see Noise).

## **Antennas**

Radio, television or any other type of antenna or reception dishes may not be mounted outside of a student room, suite or apartment.

## **Bicycles**

Residents are encouraged to lock their bicycles to racks outside the residence halls. Bicycles are permitted in residence hall rooms as long as they are not stored in a manner that impedes safe entrance and exit or causes damage to the facilities.

Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, trash/recycle rooms or stairwells. They may not be hung from ceilings, walls or other university furnishings. Bicycles or equipment found in the hallways, stairwells or lounges may be confiscated. Tire streaks, handlebar marks, mud, debris or other signs left by a bicycle may result in extra cleaning and/or damage charges to the individual or the community. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building.

Residents with bikes are strongly encouraged to register bicycles with the University Police Department upon arriving on campus. Bikes that appear abandoned over the summer will be removed and auctioned by the state after 90 days.

## **Bomb Threats**

All bomb threats will be considered real. Should such a threat be discovered, residents may be instructed to evacuate their building or area. Suspicious packages, boxes or other containers containing possible

explosive devices or contaminants should not be tampered with or handled by students. In such cases, students should keep the area clear and call University Police immediately at (757) 594-7777.

## **Check-in and Check-out**

At check-in, residents will receive a copy of a Room Condition Form (RCF) outlining conditions in their room. Residents are required to inspect their room when they take occupancy and to report all damages and deficiencies not already listed on the RCF to the front desk within 24 hours of check-in. Residents are responsible for ensuring the accuracy of all information on the RCF. Any discrepancies in room condition found at check-out may result in charges to the resident(s).

Residents permanently vacating a room or apartment during the year have the option to check out by appointment with a Residence Life staff member. The staff member will perform an initial inspection of the room, note any damages on the RCF and collect applicable keys from the departing resident(s). A more thorough assessment of the room will be completed by the hall director if necessary. If damages are identified, residents will be billed accordingly. Residents who fail to check out properly will be assessed an improper check-out charge of \$50. Students who are leaving CNU Housing must return their mailbox keys to the mailroom.

Upon academic or disciplinary dismissal, residents must check out within 24 hours (or other stated period). Failure to check out properly or on time will result in improper check-out charges. Additionally, any days in residence (or failure to vacate all possessions) beyond the period will result in additional charges to the student account and possible judicial charges.

## **Cleaning and Housekeeping**

Residents are responsible for cleaning their own rooms/apartments and suite/private bathrooms. Charges may be assessed and disciplinary action may ensue if residents fail to maintain their areas in a clean and hygienic manner. Vacuums are available to check out at the front desks of the residence halls. Residents are encouraged to use the vacuums carefully and to return them promptly. The noise generated by vacuum cleaners necessitates that their use be prohibited during quiet hours.

Hallways, stairwells, lounges, common area restrooms and laundry rooms are cleaned by the housekeeping staff. Resident cooperation in keeping these areas clean is expected and appreciated. All personal trash must be



tied up in trash bags and deposited in the trash rooms or taken directly to a dumpster. Residents should not place personal room trash in the hallway or in common area receptacles.

## **Conduct Infringing on Others**

Disrespectful or dangerous behavior infringing on the rights or safety of others is prohibited. This includes disorderly conduct, noise, damage to property, harassment, lewd or indecent behavior, hosting unwanted guests in the room, and other behavior that may negatively impact individuals or the community.

## **Confidentiality**

Residence Life staff will respect private information that residents may share; however, they cannot promise absolute confidentiality. For health, safety and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, emotional distress, suicide concerns, sexual assaults, eating disorders, and other serious issues.

## **Cooking**

Cooking is a leading cause of residential fires and is a major concern in university housing. Not only is it dangerous, but it can lead to great inconvenience and frustration when fire alarms are set off accidentally from cooking food. Never leave cooking food unattended (see “Appliances” under Prohibited Items in this handbook) for restrictions on cooking.

## **Damages**

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing. Residents are also collectively responsible for the condition of the common areas of their residence hall community (hallways, lounges, stairwells, laundry rooms, etc.). If individuals responsible for damages to common areas cannot be identified, residents of that unit, floor, wing or building will share the cost. Those residents found to be responsible for intentional damage or vandalism may be removed from housing. Anyone who accidentally causes damage in the residence hall is expected to take responsibility and explain the situation to a Residence Life staff member immediately.

## Decorations

Residents interested in decorating their rooms must adhere to the following guidelines:

1. Fire safety equipment must remain intact and uncovered.
2. Tapestries, posters and other large wall coverings may not be hung across the ceiling.
3. Decorations must not obstruct exits or access to fire safety equipment.
4. No bookshelves, lamps or other furnishings may be affixed to walls or ceilings.
5. Decorative/holiday lights must be UL approved. They may not be left on unattended. They may not be strung through doorways or windows.
6. Live garland, wreaths or trees are prohibited in residence hall rooms.
7. Screws and nails may not be used to hang items. Residents are encouraged to use non marking, easily removable adhesives such as Scotch Tape or Magic Mounts removable poster mounts. Residents may be billed for any damage their decorating leaves behind.
8. Rooms may not be painted without prior approval from Residential Housing Support.
9. Writing on walls at any time is prohibited.
10. Obscene or patently offensive material may not be displayed in windows or on doors facing public areas (see also: Posting). When sharing space, roommates should be respectful and considerate of each other's feelings about posted material.

## Drugs

State law prohibits the possession and/or use of illegal drugs (including salvia divinorum). Violation of the drug policy may result in immediate removal from the residence hall. Possession or use of prescription drugs by anyone other than for whom they were prescribed is against the law. Possession of used or unused drug paraphernalia (including Shisha pipes or hookahs) is also prohibited.

## Elevators

Elevator doors should not be blocked or held open manually. Doing so damages the elevators and may inconvenience the community. Elevator malfunctions should be reported to the front desk immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell and the phone in the elevator are designed to alert staff and University Police should an individual become entrapped. They should not be used in jest or for

pranks. Misuse of the elevators may result in disciplinary action.

## **Emergencies**

Students requiring assistance should contact their RA, the front desk or University Police. Emergencies requiring immediate assistance may include loss of electrical power, flood, fire, theft, assault or attempted assault, personal crisis, or injury.

## **Extension Cords**

For fire safety reasons, extension cords are prohibited in the residence halls. Instead, students should use power strips with circuit breakers. Power strips may not be “daisy chained” (linked one to another). Outlet splitters or multipliers without circuit breakers are also prohibited.

## **Fire Alarms, Drills and Evacuation (See Fire Safety)**

## **Furniture**

Residents are encouraged to arrange the furniture in their personal space to create a comfortable living environment. Residents may bring in additional furniture but are prohibited from removing university furnishings from their housing assignment. Additionally, all other university furnishings must remain in their assigned location. This requirement also prohibits residents from swapping university-provided furnishing with other residents.

Removal of extra or unwanted furniture must be approved and performed by Residential Housing Support. Charges may be assessed at any time during the year for furniture that is missing or has been moved without approval. At check-out, room furniture should be returned to original positions. Bed frames should be set to check-in height.

Lobby furniture must remain in the lobby space as it is designated for community use. Students are not permitted to remove lobby furniture and bring it into their personal space at any time.

## **Gambling**

Gambling in the residence halls where a buy-in is required or people must pay to play is prohibited.

## **Gatherings in Student Rooms**

Due to noise and fire code considerations, large gatherings in student rooms may be dispersed or relocated when deemed necessary.

## Guests

Residents must understand that having guests in the residence halls is a privilege, not a right. Guests must be properly signed in at the front desk (where applicable) and must be escorted by a host resident. Hosts are responsible for the behavior of their guest(s) at all times. Hosts may sign in up to two guests at a time. Family members must also be signed in, but are not limited to two. Guests of legal driving age are expected to have and leave picture ID, such as a license or school ID, at the front desk. Underage visiting relatives without ID may be signed in with the host leaving his or her ID at the desk. Other guests without ID may be denied entry. Host ID may also be held in lieu of holding a guest's Military ID if no other guest ID is available.

A resident's right to privacy and sense of security in his/her room supersedes a roommate's privilege to have guests. Therefore, regardless of gender or time of day, residents must have the consent of their roommate(s) and apartment mates in order to have guests anywhere in the room or apartment. It is the roommates' responsibility to discuss guest policy expectations within their room or apartment and to hold each other accountable. Residents uncomfortable with or incapable of discussing guest expectations with their roommates should ask a Residence Life staff member for assistance.

Conduct that infringes upon the rights of others including (1) failure to respect a roommate's right not to have unwanted guests present in the room/apartment, or (2) failure to respond to requests for guests to leave at any time, may result in disciplinary action. Even with roommate consent, residents in all areas may not host overnight guests for more than two nights in any consecutive seven-day period without approval from the hall director. Overnight guests are minimally defined as guests visiting four or more hours between midnight and 8 a.m.

Only residents assigned to a particular room or apartment may live there. Anyone else, including family members or significant others, is considered a guest and subject to guest visitation policies. Visitors may not sign in under different hosts in order to stay overnight more frequently than two nights in a seven-day period.

## Health and Safety Inspections

The purpose of health and safety inspections is to ensure all student rooms and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community. These inspections are conducted at least once per semester. Residence Life will make every effort to give notice 48 hours in advance, but 48 hours' notice isn't guaranteed. Most common violations include use of extension cords, overloaded outlets, candles/incense, blocking fire safety equipment, unsanitary conditions/trash buildup. Review the rest of this handbook, the Student Handbook and the housing contract for more details, including prohibited items.

During room inspections, Residence Life staff members will inspect the general condition of the living space including bathrooms, kitchens, outlets and fire safety equipment. Personal refrigerators are subject to the same health and safety standards as university property. Residents will be informed in writing when health or safety violations are found and given 48 hours to correct violations when applicable. Any illegal or prohibited items found may be confiscated and referred to the hall director for judicial action. Failure to correct a violation or repeated violation of health and safety standards may also result in judicial action.

Any item confiscated from the space (with the exception of alcohol) may be picked up at the building/area office. Contact the area coordinator/hall director between the hours of 9 a.m.-5 p.m. Monday through Friday to arrange a pick-up time.

Prohibited items must go directly to an off campus location. Items not picked up by May Closing will be discarded or donated as appropriate.

Any illegal or prohibited items found may be confiscated and referred to the area coordinator/hall director for disciplinary action. Failure to correct a violation or repeated violation of health and safety standards may also result in disciplinary action.

## Illness

Residents with illnesses that threaten the health of the residence hall community may be required to leave the hall until they are determined by medical personnel to be no longer contagious. Sick or injured residents requiring continued care and attention are asked to make their recovery at home or in a health care facility. These residents may return to their housing assignment when they are healthy enough and able to care for themselves.

## **Insurance and Liability**

Residents must take responsibility for the protection of their personal property against theft or damage. Students are encouraged to review their parent's homeowner's, renter's and/or health insurance policies and obtain additional coverage if necessary. The University is not liable for theft, loss or damage to any personal property. This includes loss from fire, flood or natural causes. All lost or stolen items should be reported to University Police.

## **Items Left in Student Rooms**

Residence Life is not responsible for items left behind. Personal property left in a resident's room after he or she has vacated his or her assignment or at the end of a housing contract period may be discarded, and resulting charges may be assessed to individual student accounts.

## **Keys and University Identification**

In most areas, the CNU ID serves as a room key. Metal keys may also be issued. Residents are expected to carry their CNU ID/keys at all times, and must show ID at the front desk (where applicable) in order to enter the building. Student rooms will not be unlocked for anyone other than the assigned resident(s) of the room. Residents lending their keys to an individual not assigned to the same room or apartment may be in violation of the Code of Conduct and/or the Honor Code.

If an ID/key card is lost, stolen or damaged, a new ID must be obtained from the Captains Card office. Report all lost or found key cards to the front desk. There is a \$25 charge to replace the lost ID/key card and a \$50 charge for a lost metal key. Making a copy of a Residence Life metal key is prohibited and is a violation of the residence hall policy.

Residents locked out of their rooms should contact the front desk to gain access. After three lockouts in an academic year, there is a \$10 charge for each additional time access is granted. East Campus residents should go to the East Area Office for lockout assistance. Metal lockout keys not returned within 24 hours may result in additional lost key charges.

## **Lofts and Bed Risers**

Residents are prohibited from building structures in the residence halls. The University has a limited number of loft kits available upon request for an additional fee. Constructing and dismantling of lofts must be performed



by university staff. Additionally, CNU bed frames may be raised by Residential Housing Support staff upon request. Additional fees may apply. Commercially available bed risers (not to exceed 12 inches) are permitted, cinder blocks and other homemade devices are not allowed.

## **Lounges and Study Rooms**

Study rooms and lounges are for use by residents and staff of the building. A resident or group of residents may reserve a room by contacting the hall director or front desk. Priority use of social lounges will be given to the staff and residents of the building for programming purposes. Outside groups in need of meeting or program space should contact the CNU Scheduling Office to reserve space in the Student Union or elsewhere on campus. Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Residence hall policy prohibits removing lounge furniture from its assigned area. Residents found to have common area furniture in their rooms may result in a financial penalty to include up to a \$25 fine for each piece of furniture and may face additional disciplinary action. Sleeping overnight in the lounge is prohibited unless approved by the hall director. The area coordinator/hall director has discretion over appropriate use of the lounges and common spaces in his or her area.

## **Medications**

At check-in, residents should indicate on their student information card any prescription medication they are currently taking. If prescriptions change during the year, the student information card should be updated at the front desk by the resident. Residents with prescriptions for controlled substances should keep their medications secured in a lock box. Use or possession of prescription drugs by someone other than for whom they were prescribed is illegal and strictly prohibited.

## **Noise**

The residence halls exist to support and complement the academic mission of the University. Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study and sleep. For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule. Twenty-four-hour courtesy hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day or night.

Quiet hours are in effect 9 p.m. through 9 a.m. Sunday - Thursday and midnight to 9 a.m. Friday - Saturday. Residents should keep their doors closed when playing music or creating noise that could disturb others. The standard for acceptable noise levels during quiet hours is that noise should not be heard outside the room or through walls.

Quiet hours are in effect 24 hours a day during finals, beginning after the last day of classes. Residents who repeatedly violate quiet hours and disrupt the community during finals may be subject to immediate interim suspension from the residence hall pending a disciplinary hearing. Failure to observe quiet hours or courtesy hours may be considered conduct infringing on others and is a violation of residence hall policy.

## **Obscene and Indecent Behavior**

Behavior or activities determined by residence hall policy or the University Student Code of Conduct as obscene or indecent are prohibited. This includes, but is not limited to: public nudity, stripping, mooning, flashing and streaking.

## **Pets**

Residents may have fish for pets provided the tank does not exceed 10 gallons in size. All other pets (or stray animals) are prohibited and may not visit or stay in the room or apartment for any period of time. Working service dogs are permitted. Residents found responsible for violating the pet policy are subject to a financial penalty including up to a \$100 fine. Additional damage and cleaning charges may apply in excess of the \$100 fine.

## **Posting**

Posting of profanity or obscenities is not permitted in public areas. This includes, but is not limited to, room doors facing public areas, windows and common areas. Posting determined to be reasonably offensive to others must be removed from publicly viewable areas when asked by members of the residential community or staff.

## **Private Rooms and Vacancies**

If a space becomes available in a student room or apartment, Residence Life may assign another student to that space at any time during the semester with little or no notice. Until then, the vacated space must be kept move-in ready. If the student in the room wishes to have a private/single

room, the student should contact Residence Life to discuss availability and single room rates.

## **Propping Doors**

For safety and security reasons, exterior, stairwell and fire doors must not be left propped or intentionally unsecured at any time. Violation of this policy may result in disciplinary action.

## **Removal From the Residence Hall**

Residents may be removed from their housing assignment and prohibited from entering other residential facilities on an interim basis, without a hearing, if the dean of students or his/her designee deems the student to be an immediate threat or disruption to the community. In this situation, the student will not be permitted to return to his/her housing assignment or visit other residential facilities until approved by the dean or his/her designee.

## **Room Changes**

There is a two-week period at the start of each semester during which time room changes typically do not occur. This enables the University to verify who has moved in, who has not arrived and what spaces are available for reassignment. All room changes must be approved by Residential Operations and/or hall director before moving begins. De-tripling of rooms takes priority over other room changes. Residents seeking a room change must submit a Room Change Request Form, available from the hall director or Residence Life. Residential Operations maintains a waiting list and coordinates all room changes involving vacancies (rooms with available spaces).

Person-for-person room changes (residents switch rooms directly with no vacancies involved) are coordinated by the hall director.

It is the philosophy of the Residence Life program to empower students and help them develop the skills to resolve their problems. Therefore, residents seeking room changes due to roommate conflicts are encouraged to go through a mediation process with a staff member before requesting a room change. Room changes for reasons other than a roommate conflict are subject to a convenience room change fee.

Room changes made without prior approval by Residential Operations or the area coordinator/hall director may result in improper room change charges of \$100 per resident. Additionally, residents may be required to

move back to their previous room assignment. This includes unauthorized bedroom changes within suites and apartments.

## **Room Entry**

The University reserves the right to enter student rooms for the purpose of health and safety inspections and to make improvements or repairs. In such cases, the University will make every effort to give 48 hours' notice, but this notice is not guaranteed. Additionally, university officials may, without notice, enter and conduct an administrative search of a student's room to investigate suspected violations of university and/or residence hall regulations. This may occur in cases of emergency where there is a possible threat to life or property, where contraband or prohibited items are/were in view of campus authorities, or where the general welfare of hall residents or the university community is concerned.

Residents who hide or otherwise refuse to open their door when confronted by a staff member acting on reasonable belief that a violation is present may be charged with failure to comply and/or an Honor Code violation. Residence hall staff may also be authorized by a hall director to key into rooms to confront students if necessary. Sanctions for failure to comply may include, but are not limited to: probation, deferred housing selection and/or removal from housing.

Staff may enter student rooms for the purpose of conducting a room inventory and/or completing check-out paperwork. This will usually occur within a week of a resident changing rooms, entering or vacating a housing assignment, or at the end of a housing contract period.

## **Screens and Windows**

Window screens may not be removed or cut. In addition to facing disciplinary action, residents may be charged to re-install, repair or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at any time. Climbing through windows may result in disciplinary action and may include a financial penalty to include up to a \$100 fine. Requests to secure loose screens should be submitted via an online work request.

For security reasons, if a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen.

## Smoking

Smoking is not permitted in any CNU residential facility. Additionally, individuals smoking outside of these facilities are encouraged to be aware of the smoke-free lifestyle of others and not release tobacco smoke in the path of the residence halls. As a courtesy, students and guests should refrain from smoking within 20 feet of building entrances or windows. Should anyone need to be reminded or asked to move their smoking away from entrances or windows, they are expected to comply by rules of common courtesy and respect in a community of honor.

Shisha pipes or hookahs are prohibited in university housing. Fog machines may not be used in the residence halls.

## Sports and Pranks

Playing physical sports in the residence halls is prohibited. This includes, but is not limited to: riding skateboards or bicycles; in-line skating; bowling; throwing Frisbees, balls or other objects; participating in shaving cream, water, food (or other substance) fights; discharging water guns or engaging in any other activity that might disturb or endanger the safety of others or damage university property. Throwing, dropping or shooting any object or projectile at, into or from within the residence halls is strictly prohibited. Toy guns or other toy weapons, including NERF, dart, water guns, etc. are also prohibited and may be confiscated.

Pranks and practical jokes in the residence halls can be disruptive to the community and potentially dangerous to residents and property. As a result, such behavior is prohibited.

## Street and Traffic Signs

Residents are strongly discouraged from placing street and traffic signs in their housing assignments as these items can often be identified as stolen or inappropriately obtained property. These items include, but are not limited to: street signs, traffic signals, road cones and construction barriers. While it may be possible to legitimately obtain street and traffic signs, providing proper documentation identifying this ownership may be difficult.

## Unauthorized Entry/Exit

Residents and visitors must enter and exit the halls through the main lobby doors. No doors should ever be left or propped open. Doors designated as emergency exits are for emergency use only. Unauthorized use of

emergency exits may result in disciplinary action and may include a financial penalty to include up to a \$100 fine.

Other areas in and around the residence halls off limits to students include, but are not limited to, mechanical rooms, storage or housekeeping closets, roofs, and window ledges. Scaling the sides of the residence halls or other university buildings is dangerous and also prohibited.

## PROHIBITED ITEMS IN THE RESIDENCE HALLS

In order to help ensure the safety of all residents and protect personal and university property, the University reserves the right to impose reasonable requirements with regard to the type and use of appliances, equipment and other items students bring into the residence halls. Some examples of items not permitted in the residence halls are listed here. This list is not all-inclusive. Other items not on this list may be considered a safety hazard or a danger to property and subject to removal or confiscation at the discretion of the hall director or designee.

### Appliances

Microwave ovens and refrigerators (other than those provided by the University) are prohibited. Special requests to bring personal refrigerators (typically for dietary or medical reasons) must be submitted to and registered with the hall director. Personal refrigerators are subject to the same health and safety standards and inspections as university property. They must be less than 4 cubic feet in size, UL approved and the electrical cord must be in good condition. Refrigerators with a built in lock must be approved by the area coordinator/hall director.

Cooking in the residence halls is dangerous. Student rooms were not designed for that purpose. Therefore, use of cooking appliances is limited to the university-provided microwave or a UL-approved coffee pot with automatic shutoff. All other cooking appliances are prohibited in student rooms, including but not limited to: toasters, toaster ovens, George Foreman grills, electric frying pans, deep fryers, hot plates, rice cookers and other appliances with heating elements. (Irons and curling irons with automatic shutoff are permitted.)



Residents living in an apartment or unit with a university-designated and approved kitchen may use commonly accepted household cooking appliances (including those listed above) with extreme caution. The appliances must be stored and used strictly in the kitchen areas only. Failure to follow these guidelines or maintain a healthy and safe cooking environment in the kitchen may result in residents of the apartment or unit losing the privilege to have personal cooking appliances. Never leave cooking food, irons, electric blankets, heating pads, warming trays, hot curlers or curling irons unattended.

## **Candles and Open Flames**

Due to fire safety concerns, all candles (burned or not) are prohibited in the residence halls. Open flames, burning incense, incense and candle warmers, and cigarette smoking are also prohibited. Residents may grill outside in designated grilling areas.

## **Ceiling Fans**

Installing ceiling fans, attaching lights or otherwise altering the electrical system is prohibited.

## **Dartboards**

Dartboards are prohibited in university housing.

## **Extension Cords**

Extension cords and outlet splitters or multipliers are prohibited in the residence halls. Residents may use power strips with resettable circuit breakers to extend the reach of electrical outlets.

## **Fireworks**

Sparklers, fireworks and other explosives are prohibited in the residence halls.

## **Flammable Liquids, Fuel-Powered Equipment and Bottled Gas**

Flammable liquids such as lighter fluid, gasoline, turpentine, paint thinners/solvents, etc. may not be stored in the residence halls. Storage of generators, mopeds, motorcycles and other fuel-powered equipment is prohibited. Bottled gas is also prohibited in the residence halls.

## **Halogen Lamps and Other Lights**

Torchiere-style halogen lamps and lamps with a pass through plug are prohibited. Downward-facing halogen desk lamps are permitted. Exceeding recommended light bulb size/wattage in any lamp is a fire hazard and prohibited in the residence halls.

## **Heaters**

Portable space heaters are prohibited unless approved or furnished by the University.

## **Plug-in Air Fresheners**

Plug-in air fresheners with a “pass-through plug” as part of their design are considered unsafe for residence hall use by the Virginia fire marshal and are prohibited. Other plug-in air fresheners are acceptable.

## **Pressurized Items**

Pressurized items (e.g., scuba equipment, CO<sup>2</sup>, helium and propane canisters, etc.) may not be kept in the residence halls.

## **Routers**

Personal computer routers are prohibited in the residence halls, unless issued by the University.

## **Waterbeds**

Waterbeds (or other liquid-filled furnishings) are not permitted in university housing.

## **Weapons and Firearms**

Weapons and firearms (including stun guns, paintball guns, BB guns, Air Soft guns, dart guns, etc.) and live ammunition are prohibited. Pepper spray is permitted. Refer to the Student Code of Conduct for more information.

**\*\*Return of confiscated prohibited items is not guaranteed but may occur if the resident agrees to remove the prohibited item(s) from university housing immediately. Students have 30 days from date of confiscation to request the item be returned. After 30 days or the day after May closing (whichever comes first) the item in question will be discarded.**

# **FIRE SAFETY**

Fire is a significant threat to life and property in a residence hall community. Therefore, violations of fire safety policies are taken very seriously. Failure to observe fire safety rules and regulations or follow emergency procedures during a drill or actual emergency may result in disciplinary action, including possible removal from housing.

University-provided fire extinguishers in units or apartments with kitchens or kitchenettes must be kept in the cooking areas, not in bedrooms. They are best left mounted in the kitchen (when applicable), on a countertop or otherwise in plain sight and easily accessible. Do not place extinguishers on or over the stove where a fire might prevent reaching the extinguisher.

Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face disciplinary action.

## **Fire Alarms and Evacuation**

When the fire alarm sounds, everyone must evacuate the building immediately, every time. All fire alarms must be treated like a fire situation. Failure to evacuate the building, or evacuate in a timely manner, may result in disciplinary action and may include a financial penalty to include up to a \$100 fine.

## **Fire Drills**

Fire drills are conducted each semester to ensure proper functioning of the building fire alarm system. Occupants must evacuate for a drill just as they would for a real fire.

## **Fire Safety Equipment**

Tampering with smoke/heat detectors, fire alarms, fire extinguishers, emergency lights, sprinklers, valves or any other fire safety equipment is expressly prohibited. Hanging things from sprinkler heads could cause flooding and significant damage to personal and university property.

## **Fire Safety Inspections**

The fire marshal may conduct announced or unannounced inspections of residential rooms during the course of the year. Violations discovered by the fire marshal are subject to a fine and/or judicial action.

## Fire Safety Tips

- Remain calm in a fire.
- Know alternate exits in advance in case the primary route is obstructed.
- Never use the elevators during an alarm.
- Touch the door before opening. If the door is hot, do not exit.
- Call the front desk or University Police at (757) 594-7777 if you need assistance evacuating the building.

If you are trapped in your room, stuff the door cracks and vents with damp towels. Hang a sheet from the window to alert rescue personnel. Stay low to the floor and breathe through a damp cloth.

If trapped in an elevator or stairwell, use the available telephone to call for help.

- When evacuating, bang on other room doors to alert residents.
- Close doors behind you to contain the spread of smoke and fire.
- Gather with others and stay a safe distance from the building.
- Even if the alarm is silenced, do not re-enter the building until a staff member tells you it is safe to do so.

## THEFT PREVENTION AND PERSONAL SAFETY

### University Police Silent Witness Program

The Silent Witness Program is an Internet-based reporting tool that allows students, faculty and staff to anonymously report crimes to University Police. Individuals desiring to send an anonymous tip about potential or past committed crimes or about a suspicious incident or person may send the information to the University Police investigator online at **[police.cnu.edu/silentwitness/silent.htm](http://police.cnu.edu/silentwitness/silent.htm)**. The site is not monitored in real-time. To stop crimes in progress, witnesses should call CNU Police Dispatch at (757) 594-7777.

In order to prevent theft or threats to personal safety, students should take the following precautions:

- Always secure your doors, especially when you are away or sleeping.
- Never allow anyone to borrow your key for any reason or any length

of time.

- Do not leave valuables in plain view.
- Do not prop interior or exterior residence hall doors open and always ensure they secure behind you.
- Follow all guest and visitation policies and contact the front desk or University Police to report suspicious persons or activities in or around the building.
- Keep a list of all valuables, including model and serial numbers and other identifying information, for use by law-enforcement authorities and insurance providers should loss, theft or damage of property occur.
- Do not walk across campus alone, especially at night.
- Use one of the call boxes located throughout the campus when you need immediate access to University Police.
- Always lock your car and keep valuables out of sight.
- Park your car in well-lit areas.

## NAVIGATING THE WATERS: TIPS FOR A POSITIVE ROOMMATE EXPERIENCE

The thought of living with someone you have never met can cause anxiety. It is quite normal to be a little unsure about the “unexpected,” but how you respond to that anxiety can have a profound impact on your residential experience. It helps to have realistic expectations about what your roommate(s) will be like and the kind of relationship you will develop. Consider the following:

1. You and your roommate(s) will be different. Whether the difference is race, religion or just your favorite food or book, you will be different. Embrace those differences and open yourself up to new experiences and personal growth.
2. You and your roommate(s) will have disagreements. Communicate your concerns and ask your roommate(s) to do the same thing. Prepare to compromise as part of the problem-solving process.
3. You and your roommate(s) may not become “best friends.” This is OK. In fact, many students who ask to live with a friend later report they wish they had chosen to live with someone they had never met. It is possible and quite common to be good roommates, but not “best friends” and vice versa.
4. The RA is trained to help roommates resolve their issues. Use the RA as a resource for problem solving.

## Roommate Agreement Form

Because we know roommates will have differences, we have developed a tool to help you identify those differences and discuss compromises with which everyone can live. We call it the Roommate Agreement and believe it will help you resolve problems proactively. Your RA will distribute these at the beginning of the semester. You are encouraged to complete it with your roommate(s), discuss it, develop compromises and post the agreement in a high-visibility area in your room where all roommate(s) will see it regularly. It helps if you return a copy to your RA so it can be filed for future reference.

## Communication

In order to effectively solve problems and resolve conflicts, it is important that you understand effective approaches to discussing issues with your roommate(s). Acquiring and using such skills will both enhance your roommate relationship and serve you as a valuable life skill.

### Use “I” Statements

“I” statements help to create a message that is non offensive, while specifically identifying your concerns, how they impact you and what your roommate(s) might do to resolve the problem.

#### Examples:

1. “I feel angry when you turn on the overhead light when I am sleeping. Please use a lamp if you need light while I am sleeping.”
2. “I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.”

While the examples may sound silly, this sort of communication approach helps prevent further problems. Identify behaviors that create ill feelings, such as name calling or resorting to vague or combative descriptors like “You’re a jerk,” or “You’re a slob.” Statements such as these will create defensiveness in your roommate(s) and are barriers to effective communication and problem solving.

## Listening

Listening to your roommate is as important as communicating your concerns. If it is apparent that you are willing to listen to one another, you have established a foundation of respect upon which your conflict can be resolved. The following are some things you can do to actively listen to your roommate(s):

1. Enter discussions with an open mind.
2. Maintain good eye contact.
3. Maintain an “open” body posture. Sit facing your roommate(s) with both feet on the floor and leaning forward slightly.
4. Nod in the affirmative when you clearly understand your roommate’s communication.
5. Paraphrase or summarize your roommate’s comments to clarify important points.

In short, your roommate experience can be positive if you have realistic expectations, are willing to compromise and work hard at appropriate communication. Like your relationships with your parents, siblings and friends, you will sometimes disagree, but if you work effectively to solve problems, no conflict is insurmountable.



# IMPORTANT PHONE NUMBERS

Department .....	Phone
Bookstore .....	(757) 599-5170
Business Office .....	(757) 594-7354
Cashier Office .....	(757) 594-7042
CNU Information .....	(757) 594-7000
Counseling Services .....	(757) 594-7047
Dean of Students .....	(757) 594-7160
Health and Wellness Services .....	(757) 594-7661
Information Technology Services Help Desk .....	(757) 594-7079
Mail Room .....	(757) 643-8002
Office of Student Activities .....	(757) 594-7260
Parking Services .....	(757) 594-7129
Residence Life .....	(757) 594-7527
Residential Housing Support .....	(757) 594-7561
Student Activities .....	(757) 594-7260
Student Assembly .....	(757) 594-7197
University Police .....	(757) 594-7053
University Police - Emergency .....	(757) 594-7777

## Dining Services

Einstein's Café .....	(757) 594-7873
Hidden-Hussey Commons .....	(757) 594-7660
Regatta's .....	(757) 594-7257

## Residence Hall Front Desks

East Campus .....	(757) 643-7019
James River Hall .....	(757) 643-8000
Potomac River Hall North .....	(757) 534-9301
Potomac River Hall South .....	(757) 534-9300
Santoro Hall .....	(757) 643-7000
Warwick River Hall East .....	(757) 594-0358
Warwick River Hall West .....	(757) 594-0278
York River Hall East .....	(757) 643-7008
York River Hall West .....	(757) 643-7009

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