



Housing Manual

2009 2010



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IMPORTANT INFORMATION

My RA's Name:

Room #: _____ Phone#:

My RA's Name:

Room #: _____ Phone#:

My RA's Name:

Room #: _____ Phone #:

My Roommate's Name:

My Room #: _____ Phone #:

My Address: Your Name
PO Box 3499 Apt____
Camden, AR 71711

The mission of our Residence Life program is to provide a safe, secure, and comfortable living environment that fosters a sense of community and is conducive to students' personal growth and academic pursuits.

Southern Arkansas University Tech

Dear Housing Resident,

Welcome to Southern Arkansas University Tech. We are excited to have you as a resident. Your experience with residential living will be both enjoyable and rewarding. You will meet new friends and develop lifelong relationships within the college community while experiencing college life.

This manual is designed to acquaint you with policies, procedures, and general information about resident living. It does not cover every situation, but should give you an idea of what to expect and what is expected of you. The Resident Assistant, Housing Manager and the Director of Student Life are eager to assist you. A staff member is always available to answer your questions.

Student Life Office

**The contents of this Housing Manual are subject to change without prior notice.*

1. HOUSING POLICIES AND GUIDELINES

1.1 Housing Application

Applications for student housing may be obtained from the Admissions Office, Student Life Office or online at www.sautech.edu. Your application and deposit must be turned in to the Business Office for your name to be placed on the housing deposit waiting list.

1.2 Contract

The housing contract is for one semester only. Should you want to live in housing the following semester, you must:

- a. Fill out a new housing application
- b. Leave your deposit from the previous semester on file or pay a deposit to the Business Office.
- c. Pay all housing fines.
- d. Make full payment for the upcoming semester with the Business Office by the dates listed in the back of this manual.
- e. Sign a new contract for the semester.

1.3 Room Rates

Room rates are stated in the current catalog and on the SAU Tech website. Housing room rates are subject to change. Payment must be made prior to taking occupancy in housing. Full payment should be made with the SAU Tech Business Office (870) 574-4461. See payment dates in the back of this manual.

New residents moving into housing three (3) weeks after scheduled move-in day will have their housing balance prorated. The prorated amount will only include the number of weeks left in the semester.

1.4 Room Assignments

Every effort is made to honor room and roommate requests; however, SAU Tech assigns both. Students may request, due to extenuating circumstances, to change room assignments but only with advance approval of Housing Personnel. SAU Tech does not discriminate in assigning students to housing on the basis of race, religious affiliation, or national origin. SAU Tech reserves the right to reassign living assignments when deemed necessary. Rooms are secured based on the date of full payment being made and availability. Room assignments are secured on a first-come first-serve basis with current residents having a priority.

Residents can request to be housed on or off campus. SAU Tech reserves the right to assign housing on or off campus with residents not having a vehicle getting priority for on-campus housing.

Single room occupancy is offered on a space available basis. If a resident pays for and is assigned single occupancy, SAU Tech reserves the right to assign another occupant if space is needed. If the resident has paid for single occupancy and is assigned a roommate, their rate will be changed to reflect double occupancy from that point forward and be refunded any monies due. The first residents securing a single occupancy room will be the last residents to be assigned roommates.

1.5 Room Inventory

A "move-in inspection" form showing the status of the room and contents is provided to you when you check into housing. Check the room carefully, as damages which occur during the semester will be charged against your account. Notify the Resident Assistant (RA), Director of Student Life or Housing Manager of any damages that may occur during the semester. In the absence of written proof of damage, the room will be judged in excellent condition at the time the student moves in.

1.6 Room Care and Inspection

SAU Tech reserves the right to enter the apartments to perform maintenance or to perform health and safety inspections at any time. Also Campus Police may enter apartment due to reasonable suspicion of violations of federal, state or local laws. Room inspections will be conducted on a regular basis. SAU Tech also reserves the right to require the removal of any item or prohibit any practice or activity, which in the judgment of the housing staff, endangers or could endanger the health, safety and welfare of students, college personnel or property.

If upon inspection, a resident is found to be in violation of any of the housing policies, the resident will have three (3) days to rectify any violations listed on the inspection form. After the three (3) days, a follow up inspection will be conducted. If violations are not rectified within the three (3) days, the resident may be subject to probation, fines and/or eviction.

All bedroom furniture is labeled and each resident will be assigned a number to identify their furniture. Residents are responsible for any damage to their assigned furnishings. Furnishings are to remain in the rooms in which SAU Tech places them.

1.7 Furnishings

SAU Tech supplies the following furnishings:

Room

- 2 – single beds (beds may be bunked on request)
- 2 - chest of drawers
- 2 – desks
- 2 – chairs*

Kitchen

- full-size refrigerator with freezer
- telephone †
- garbage disposal
- stove #
- table
- smoke detector
- fire extinguisher

Light Bulbs**

- 2 – bedroom
- 3 – kitchen
- 1 – porch
- 3 - bathroom

Satellite Equipment

- 1 – receiver table (place satellite receiver under table and TV on top of table)
- 1 – satellite receiver
- 1 – remote control
- 1- Smart card in receiver
- 4 – AAA batteries in remote control***
- Cables – leave all cables and coax in rooms

Furniture can be stacked if cardboard is used between furniture to prevent scratching.

Contact housing personnel if you would like to bunk/unbunk your beds.

Each stove vent hood has two (2) Stovetop Firestop fire extinguishers that will only discharge when a flame reaches the fuse. These extinguishers are marked with a room number and should never be removed from the vent hoods.

*Chairs – Must remain in the room and are not to be used outside. You may bring your own chairs to use outside.

† Telephone - Do not remove the telephone from its mounting or use splitters to run telephones to each room. This is a safety hazard.

Stove – To help keep the stove top drip pans clean, we have lined all drip pans with aluminum foil. When cleaning stove during move out, remove old aluminum foil and replace with new aluminum foil.

** Light Bulbs – SAU Tech provides light bulbs for housing residents. If your light bulb should burn out, give burned out bulb to housing personnel in exchange for a new bulb. If you do not exchange the burned out bulb for a new one, you will be charged for the bulb.

*** Batteries in remote control – SAU Tech provide batteries for the satellite receivers. If your remote control is not working, take the batteries to the RA to exchange for new batteries. If you do not exchange the old batteries, you will be charged for the new batteries.

1.8 Keys

One key will be assigned to each resident upon check-in. To replace a lost key **residents are charged \$55.00. Report lost keys to your RA or Housing Personnel.**

ALL keys will be turned in at the end of each semester unless prior arrangements have been made to stay during Christmas break (see section 1.9). Should residents need access to personal belongings in their room during the Christmas break, contact the Student Life Office or Campus Police. You must bring your SAU Tech Student ID when removing things from your room during the break.

Failure to turn in your room key before leaving campus housing residence at the end of a semester will result in additional charges.

1.9 Housing During Breaks

SAU Tech housing will remain open during scheduled holidays and semester breaks listed in the college calendar at www.sautech.edu.

1.9.1 Christmas Break

If a resident wishes to remain in housing during the Christmas break, the resident must:

- Submit a written request to Housing Personnel at least (8) eight business days prior to the end of the Fall semester.

- Pay the Business Office *in advance* \$10.50 for each day in residence during Christmas Break.
- Pay for the upcoming Spring semester by December 1 of that year.

1.9.2 Spring Break

No additional fee is required to remain in housing during Spring Break.

1.9.3 Summer Break

No additional fee for the Summer Break is required if you are enrolled in summer classes and are remaining in housing. Housing payment for current residents for the summer term must be made to the Business Office two (2) days prior to Spring move-out date. If payment has not been made, the student will have to move from housing until said payment is made or until a room is available.

1.10 Parking

On-Campus Housing:

Residents are required to park in the Housing Parking Lot. All SAU Tech students are required to have a **parking permit affixed in the lower left corner of the back glass of each and every** vehicle that will be parked on the campus. Do not back into parking spaces. Parking permits are available in the SAU Tech Business Office.

Off-Campus Housing:

Residents living in the off-campus apartments are to park in the designated parking lots or on the street. Do not park in the parking lots for the other apartment buildings. Do not park or drive on the grass. Residents parking in Building 401's parking lot must park two deep in order for everyone to have room to park. **Do not** take up more than one parking space in any of the designated parking lots. Driving and/or parking on grass or taking up more than one parking spot may lead to fines be assessed.

1.11 Loading/Unloading Zone

The Loading/Unloading Zone is provided to make moving easier. The zone is to be used when loading and/or unloading vehicles. The loading/unloading zone has a 15 minute limit.

1.12 Mandatory Meetings

ALL housing residents will be required to attend a mandatory housing meeting at the beginning and approximately fifteen (15) days prior to the move-out dates. If a resident is unable to attend these meetings, the resident must schedule a meeting with housing personnel. Mandatory meeting dates and move-out dates are listed in the back of this booklet.

2. DAMAGES AND CHARGES

2.1 Room Damages

Residents are responsible for all room damages and will be assessed damage fees of \$50 or cost of repair, whichever is greater. Damages to kitchen and bathroom common areas may be assessed to all suite occupants when the individuals responsible cannot be identified.

If damages occur in the apartment, they should be reported immediately to the RA, Director of Student Life or Housing Manager. The resident will be charged immediately for any damages. Roommates are jointly responsible for damages and/or cleanup fees when the individual responsible cannot be identified.

2.2 Dayroom Damages

Damages to Dayroom area may be charged to all residents when the individuals responsible cannot be identified.

2.3 Key Charges

Residents are charged \$55.00 for lost room keys.

2.4 Extra Charges

Extra charges are not limited to those listed above. Additional charges may apply.

If student wishes for housing deposit to remain intact at SAU Tech for the following semester, full charges must be paid. Otherwise, charges will be deducted from resident's deposit. Student is responsible for any charges that exceed the deposit.

See Section 8 also regarding extra charges.

3. HOUSING STAFF

Residents must recognize and abide by the authority of appropriate SAU Tech employees specifically Campus Police, the Director of Student Life, the Housing Manager and the Resident Assistants (RAs).

3.1 Resident Assistant(s)

The Resident Assistant (RA) resides in SAU Tech housing. Some of the duties of the RA include advising students, providing information, conducting room inspections, monitoring the visitation process and developing plans and programs for housing. The RA must also enforce housing policies and report any housing policy violations to Housing Personnel. Any disagreement with the RA may be resolved by appealing the RA's decision to the Housing Manager. Any disagreement with the Housing Manager must be taken to the Director of Student Life.

3.2 Director of Student Life

The Director of Student Life is responsible for providing leadership and direction to Student Housing. He/She is also responsible for handling disciplinary actions concerning college rules and guidelines along with the Vice Chancellor of Student Services.

3.3 Housing Manager

The Housing Manager is responsible for room assignments along with the Director of Student Life. The Housing Manager is also responsible for turning in and following up on work orders, checking housing eligibility, maintaining documents pertaining to housing and residents. He/She is to provide leadership to the RAs.

4. RESIDENT LIFE GUIDELINES

The following section lists general policies and conduct expectations for campus housing. The purpose of these policies is to provide a safe and healthy living and learning environment for all residents. It is understood that a regulation covering

every possible conduct situation cannot be specifically stated. Residents are asked to use good judgment and not infringe upon the rights of others.

4.1 Housing Eligibility

- a) Student must be enrolled in at least nine (9) hours in the Fall and Spring semesters and six (6) hours in the Summer sessions.
- b) Housing payment must be made through the Business Office prior to taking occupancy of room.

4.2 Dayroom

The Dayroom is for residents and their guests. Each resident is allowed one (1) guest and must accompany them at all times. If the resident leaves the building, the guest must leave. SAU Tech housing residents living off-campus may use the dayroom at any time. The Dayroom is open 24/7 unless an exception is made by Housing Personnel or Campus Police. Residents are responsible for the actions of their guests. Excessive noise and disorder are not permitted. The staff has the right to ask any resident or guest to leave. Dayroom furniture should be used for the purpose that it was designed. Report any damages to the Dayroom to Housing Personnel.

4.2.1 Dayroom Policies

- a) If you mess it up, clean it up.
- b) No food or drinks on the pool table.
- c) Use the red pool chalk provided (do not use blue chalk).
- d) No sitting on the pool table, bar, coffee table or gaming table.
- e) Do not remove any equipment, furniture or supplies from the dayroom.
- f) Do not rearrange the furniture.
- g) Report any damages to equipment immediately.
- h) Games (i.e. dominoes, cards & board games) have been provided and must stay in the dayroom at all times. When you finish playing, return them to the proper location.
- i) No horseplaying in dayroom.
- j) Do not monopolize or hog the equipment or furnishings in the dayroom. They must be shared by all.
- k) Turn TV off upon leaving Dayroom

The RA's will be spending a lot of time in the dayroom during their hours on duty and security cameras are in place for your safety and to ensure policies are followed. If damages should occur, the person(s) causing the damage will be solely responsible for repair and/or replacement cost. The RA's may ask you to help with cleaning up the dayroom and we expect you to comply and do your part.

Residents are allowed to bring their game systems to the dayroom and connect them to the television if no one wants to watch the television. Do not hookup game systems directly to the television the hookups are located in the cabinet directly below the television. SAU Tech is not responsible for the theft or damages of items left unattended in the Dayroom.

When using the DVD player, make sure the television is on video 1. When using your game systems, make sure the television is on video 4.

4.3 Laundry Facilities

Washers and dryers are provided at no charge for housing residents **ONLY**. Guidelines for the laundry facilities are as follows:

- a) Clean lint trap in dryer before each use.
- b) Clean any detergent spills from the washing machine or floor.
- c) Do not leave laundry unattended during washing or drying cycles.

- d) Items left in the laundry area for an extended period of time will be placed in bags and stored for 3 weeks at which time the articles will be disposed of.

SAU Tech is not responsible for lost or stolen items left in the laundry area.

4.4 Fire Equipment

Fire extinguishers have been placed in each suite. Residents should familiarize themselves with the location of this equipment. It should not be tampered with or removed unless needed for a fire. If an extinguisher is used or discharged, report to RA so it can be refilled or replaced. Campus Police will inspect fire extinguishers monthly.

Each stove vent hood has two (2) Stovetop Firestop fire extinguishers that will only discharge when a flame reaches the fuse. These extinguishers should never be removed from the vent hoods. In the event of discharge of the stovetop firestops, immediately contact housing personnel.

Smoke alarms are installed in each suite. **DO NOT COVER ALARMS TO PREVENT THEM FROM WORKING.** If alarm is battery powered, they are not to be removed from alarms. Report dead batteries to Housing Personnel immediately.

NOTE: *Covering the smoke detector or removing the Stovetop Firestops from the vent hood may result in probation, fines or possibly eviction from housing.*

4.5 Emergency Numbers

Emergency numbers are listed in the back of this booklet and are posted on the back of each resident's front door. Do not remove these emergency numbers from their locations.

In the event of a medical emergency or safety issue when the RA or Campus Police are unavailable, contact the Ouachita County Sheriff's Office at 837-2200.

4.6 Emergency Procedures for Inclement Weather

Tornado Watches and Warnings

A **tornado watch** means weather conditions are favorable for the formation of tornadoes. During a **tornado watch**, keep an eye on the weather, listen to a local station or a NOAA weather radio and be prepared to take shelter immediately if conditions worsen.

A **tornado warning** means a tornado or funnel cloud is sighted or indicated on radar. Take cover immediately! Listen to a local station or a NOAA weather radio for more information.

Tornados. Arkansas has the potential for severe thunderstorms and tornadoes throughout the year. Sixty percent of all tornadoes occur at night. Be sure to listen to a local radio station during severe weather or purchase a NOAA Weather Radio. A NOAA Weather Radio broadcasts weather warnings from the National Weather Service. Some models can be programmed to sound an alarm if a specific county falls under a weather warning. SAU Tech is located in Calhoun County.

During a tornado warning. Get to shelter immediately. Avoid windows. Flying glass can injure or kill. Do not open windows. Houses do not "explode" and allowing strong winds in can do damage or cause injury. The safest place to go is an inside room like a closet, hallway, or bathroom without windows. If possible, cover your body with a blanket, sleeping bag, or mattress and protect your head with anything available, even your hands.

After a tornado. Emergency services personnel are usually on the scene quickly after a tornado. Stay with the other residents and wait for help to arrive. If you are outside, do not go into damaged buildings; they may collapse. Wait for

help to search for missing residents. If your apartment appears to be undamaged, check carefully for gas or other utility line breaks. If the lights are out, use a flashlight only; do not use a match or lighter or any open flame. Remember to protect your head.

Campus Police has a NOAA Weather Radio in their office.

*** An "Emergency Plan" is posted in each apartment.**

4.7 Housing Visitors

Visiting Hours for are as follows:

Sunday – Wednesday, 8:00a.m. – midnight.; Thursday – Saturday, 8:00a.m. – 1:00a.m. No visitors are allowed any other time unless a written request has been presented to and approved by a member of the housing staff at least 24 hours in advance. This includes the off-campus apartments as well as the on-campus apartments.

Residents living off-campus are allowed to visit only the Dayroom after visiting hours (Sunday - Wednesday, 8:00 a.m. – midnight & Thursday - Saturday, 8:00 a.m. – 1:00 a.m.). Residents living off-campus are not allowed to enter resident's rooms on-campus after visiting hours.

On exiting the Dayroom, off-campus residents must leave the campus immediately. Do not hang around in the court yard or parking lot. Residents living on-campus are not allowed to be in the off-campus housing area after visiting hours (Sunday - Wednesday, 8:00 a.m. – midnight & Thursday - Saturday, 8:00 a.m. – 1:00 a.m.).

Residents are not allowed to be in other resident's rooms after visiting hours. This is done out of respect for roommates and suitemates. If you wish to visit with another resident after visiting hours, go to the Dayroom.

Each resident has a right to privacy that outweighs his/her roommate's visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave. No one should abuse this right by making unreasonable demands.

Residents are responsible for their guest(s) as it relates to damages and conduct. All guests are expected to follow resident guidelines as contained in the Student Handbook and Housing Manual.

4.8 Overnight Guest

Residents are permitted one overnight room guest of the same sex and are responsible for their conduct. Overnight guest must be at least eighteen (18) years old unless otherwise approved by the Housing Manager or Director of Student Life. **A Request for Overnight Guest form must be filled out and approved by the Housing Manager or Director of Student Life at least 24 hours in advance of ANY overnight guest.** Request forms can be obtained at the Student Life Office. *Failure to comply by this policy may lead to fines, probation, or eviction being assessed to the resident.*

4.9 Quiet Hours

Definition: For the purpose of this section Quiet Hours are defined as specific times set by housing personnel when residents are expected to respect the right of others by not disturbing them.

Quiet hours are from 10:00 p.m. to 8:00 a.m. and such other times as the RA deems appropriate. There is no housing curfew but when arriving back on campus during quiet hours, do not disturb other residents.

4.10 Music Levels

Your music should be kept at a moderate level. Your music should not be heard outside or in the next room. If a complaint is made, respect that persons rights and turn your music down. Check with housing personnel regarding music policies. If your music is offensive to others, wear headphones while listening to your music.

In the interest of conserving energy, **DO NOT** leave your doors open to listen to your music while outside.

4.11 Appliances

All appliances are shared by the occupants of the suite. Respect others rights to each appliance. Do not use other resident's groceries unless an arrangement between the roommates has been made.

Some residents wish to bring a mini-fridge to keep in their room. Only one mini-fridge is allowed per room. Only one microwave is allowed per room.

4.12 Decorations

Residents are encouraged to decorate their rooms if they wish, but must not deface the room in any way.

- a) Windows may be decorated with removable substances. Signs, tape, and tape residue should be removed from windows when no longer needed.
- b) Do not use nails, staples, stickers, sticky-tack, tape or paint on painted surfaces. Use a **limited number of small push pins or thumb tacks**. Residents may not paint their rooms.
- c) For fire prevention, no large flags, sheets or similar draping may be used to separate room areas.
- d) Decorations of a questionable nature should not be positioned to be seen from outside of the room (See Housing Staff if you have questions).
- e) Decorating with alcoholic containers (bottles, cans, kegs, etc.) is prohibited even when container is empty.
- f) Decorating with drug paraphernalia is prohibited.

4.13 Loss or Theft

SAU Tech assumes no responsibility for loss of money or property from student's apartment or common areas. Residents should utilize the deadbolt locks on their doors when not in their rooms.

Students are responsible for securing their own property against loss or theft. Report any incident of theft immediately to Campus Police at 574-4517 or 4703. If you are interested in a low cost voluntary insurance policy against loss or theft, contact the Student Life Office.

4.14 Smoking

Smoking is prohibited inside the apartments and on any SAU Tech property. Each resident receives their first warning at the mandatory meeting. The second warning will result in probationary status and a meeting with the Vice Chancellor of Student Services. The third warning could result in expulsion from school and/or eviction from housing.

4.15 Hygiene

Residents are expected to maintain levels of hygiene about their person and their living space appropriate to the close quarters of campus living.

4.16 Room Care During Holidays/Semester Break

Prior to vacating rooms for holidays and/or semester breaks residents must:

- a) Take out all trash
- b) Clean kitchen area (to reduce bug infestation)
- c) Clean bathrooms & living areas

4.17 The following are not permitted in student housing or at an SAU Tech sponsored activity:

- 1) Any object or substance designed to inflict a physical injury, including but not limited to: all firearms, pellet guns, air guns, paintball guns, crossbows, bow and arrows, ammunition, knives with blades longer than 3 1/2 inches in length, clubs and switchblade knives. Nor have a weapon of any type or anything that appears to be a weapon. Residents are allowed to possess kitchen knives in the room using them for cooking purposes only.
- 2) Knowingly providing false information to Student Life or to any staff member acting for Student Life.
- 3) Knowingly or recklessly interfering with the normal operation of student housing.
- 4) Knowingly or recklessly playing any audio device in a manner, which reasonably could interfere with the ability of another resident to use and enjoy his/her assigned room or common area.
- 5) Possession, use and/or distribution of alcoholic beverages, in any form, in or about student housing, including public intoxication.
- 6) Use, manufacturing or distribution of drugs, narcotics and/or chemicals. Possession of drugs without physician's prescription and supervision.
- 7) Gambling of any kind.
- 8) Possession of any kind of pet.
- 9) Access to the roof or attic space.
- 10) Failure to comply with directions, verbal or written, of student housing staff acting in the performance of their duties.
- 11) Sub-leasing of the apartment.
- 12) Installation of outside television antennas, radio antennas or satellite equipment at the on-campus apartments. Residents in off-campus apartments also are not allowed to install the above equipment.
- 13) Possessing or using electric heaters in student housing.
- 14) Removing furniture from room.
- 15) Driving on grass without approval from student housing staff.
- 16) Smoking inside apartments or on SAU Tech property including off-campus apartments.
- 17) No open flames allowed inside the apartments (on or off campus) including candles and incense.
- 18) Leaving room doors open while the heater/air conditioner is running. This is in the interest of conserving energy.

Failure to abide by these regulations may result in the termination of your contract, college disciplinary action including eviction or expulsion from SAU Tech, possible arrest and prosecution by the appropriate authorities.

5. GENERAL CAMPUS GUIDELINES

General campus information and policies are listed in the Student Handbook. SAU Tech reserves the right to alter, modify, suspend or add rules, regulations and policies as deemed necessary.

Residents must comply with SAU Tech policies and regulations. These policies and regulations are contained in the Student Handbook.

Residents and their guests must abide by rules of good conduct. A resident agrees to conduct himself/herself as a responsible member of the college community by:

- a) Assuming responsibility for personal actions
- b) Respecting the rights of others
- c) Conforming to the ordinary rules of "good conduct"

- d) Protecting private and public property
- e) Observing all federal, state and local laws
- f) Adhering to the rules and regulations contained in the student handbook.

***Good Conduct** means always conduct yourself as a responsible member of the college community, respect the rights of others and conform to appropriate behavior within the community setting.

All guests of student housing residents are expected to abide by the rules of good conduct.

6. COLLEGE SANCTIONS

Violations of college policies and all other rules and guidelines can result in sanctions being imposed against the offender(s). The Student Handbook deals with "Breaches of Conduct" and possible disciplinary action which could result. Residents should familiarize themselves with these sections.

The following procedural guidelines are established for the handling of housing resident violations:

- a) Housing staff should notify the resident that he/she has violated a housing policy.
- b) A formal meeting with the Housing Manager if deemed necessary.
- c) Possible disciplinary action could include probationary status or eviction from housing.
- d) Residents may appeal the Housing Manager's decisions to the Director of Student Life.
- e) Residents may appeal the Director of Student Life's decisions to the Vice Chancellor of Student Services.

Policy violations originating in resident housing that include, but are not limited to, most of the policies found in the Housing Manual will be adjudicated through the College Sanctions process. The actions imposed in the conduct process may include conciliatory and educational, as well as disciplinary measures designed to contribute to the growth of the student and the welfare of the community.

Because the primary goal of the sanctions process is educative, the meetings are non-adversarial, confidential, and not to be considered analogous to court proceeding.

Students involuntarily removed from classes are not allowed to reside in or visit campus housing. Students evicted from housing are not permitted to visit campus housing after their removal.

7. SERVICES

7.1 Food Service

SAU Tech does not provide meal tickets for residents. The College Café located in the Student Center is open Monday – Thursday 11:00 a.m. – 1:00 p.m. Vending services are offered at various locations on campus.

Do not "borrow" dishes or silverware from the College Café.

7.2 Telephone

Only local telephone service is provided for the convenience of every resident. A calling card must be used for long distance. Notify housing staff to report any needed repairs.

To make on-campus calls, dial the last four digits of the telephone number. To make local or calling card calls dial "9" then the number. **Do not remove the telephone from its mounting or use splitters to run telephones to separate rooms.** This is a safety hazard.

Residents are **NOT** allowed to add extra charges (i.e. voicemail, internet access, etc.) to their room telephones.

7.3 Laundry Facilities

Washers and dryers are provided at no charge for housing residents **ONLY**. See guidelines in section 4.3.

7.4 Equipment Check-Out

Some sporting equipment is available for housing residents to check out from the RA. See RA for procedures. Other sporting equipment may be checked out in the gym with a Student ID.

Some cleaning equipment is available for check out. See RA for procedures.

7.5 Mail Service

SAU Tech provides mail service for housing residents. The RA is responsible for the distribution of the mail to the residents. Outgoing mail can be put in the mail slot located in the Bookstore. All outgoing mail must have postage. Stamps may be purchased in the Business Office. Each resident is responsible for changing their mailing address prior to the end of the semester. No mail will be kept or forwarded by the Student Life Office after move-out. All mail will be returned to sender.

Your mailing address while living in housing is:

Your Name
PO Box 3499 Apt. ____
Camden, AR 71711-1599

Large mail items should be sent to the physical address:

Your Name
100 Carr Rd Apt. ____
Camden, AR 71701

7.6 Internet Service

Wireless Internet service is not available in all of housing at this time. However, Internet service is available in all of housing and on the SAU Tech campus. SAU Tech does not provide computers for the residents.

Network capability is also available in each resident's room. However, to maintain your personal computer on the college's network (wireless or hard wired), residents must complete an Internet Access and Use Agreement for the Information Technology Services Department and must have a virus protection program. Personal computers that spread viruses will be subject to disconnection from the network.

Report all network/Internet problems to Housing Personnel.

Internet policies and other documents will be provided to you upon move-in.

7.7 Satellite Service

SAU Tech provides basic satellite service in each room. SAU Tech does not provide televisions for each room. Each room on-campus has a satellite receiver, smartcard, remote and wooden box. The receiver should stay under the wooden box while your television should set on top of the box. Do not sit anything directly on top of the receivers.

Should the batteries in the remote die, take dead batteries to the RA and they will replace them for free. If you do not present the dead batteries, you will be charged for new batteries.

7.8 Health Services

Serious illness or injury should be reported to the housing staff immediately. SAU Tech does not maintain a health clinic.

Each student should have an emergency information card on file with the RA and Campus Police. Returning students should update their card at the beginning of each semester with the Housing Manager.

In the event of illness, SAU Tech assumes no liability either expressed or implied. A low-cost voluntary student group insurance plan is available. See the Vice Chancellor for Student Services for information and an application.

7.9 Resident Housing Association (RHA)

The Resident Housing Association (RHA) is an organization which promotes leadership skills and a sense of community within housing. Membership is open to all residents who live in SAU Tech housing whether they are on campus or off and students are encouraged to participate.

7.10 Maintenance

Room repairs and maintenance needs must be reported to the Housing Manager or Housing Staff. **DO NOT** attempt to make repairs on your own. You may also send an email to Aundria Rockwell at arockwel@sautech.edu.

7.11 Campus Police

Campus Police are on duty 24 hours a day 7 days a week. The Campus Police Office is located in the housing area in Room #36. Campus Police are there to protect the residents. Contact Campus Police at 574-4517 or 574-4703.

Campus Police also has a cell phone so you can get in touch with them even when they are out of the office. 870-818-6353

7.12 Trash

Residents living on-campus must put their trash in the wooden trash bin that is located behind housing by the parking lot. All trash MUST be in tied trash bags and placed in the bin through the door. Do not put trash over the top of the bin because it has a wire top to keep the birds out.

Residents living off-campus will have their trash picked up by the city of East Camden on Monday and Thursday morning each week. Numbered garbage cans are provided for off-campus apartments. Use the garbage can that corresponds with your apartment number. Take the garbage can to the curb the morning of pickup; do not put trash out the night before. After your trash has been picked up, move the garbage can back to your apartment. Should your garbage can or lid receive damage due to neglect or abuse, you may be charged.

DO NOT leave your trash in the housing parking lot or throw it on the ground. There are trash cans located in the parking lot and the courtyard. If you see trash on the ground, please pick it up and throw it in the trash can.

8. CHECKOUT PROCEDURES

- 1) Housing staff will meet with all residents approximately 2 weeks prior to the move-out date and provide details regarding cleaning procedures for move-out (See mandatory meeting dates).
- 2) Inform Student Life of housing plans for the upcoming semester. If you have plans to live in housing the upcoming semester and/or during Christmas break, resident must:
 - a) Complete and return a Housing Application to the Business Office.
 - b) Pay a deposit or leave deposit on file from the previous semester.
 - c) Sign and return a new contract
 - d) Make payment to the Business Office.
 - e) See section 1.9 for housing during Christmas break.
- 3) Set an appointment for the check-out inspection with housing staff.
- 4) Prepare room for checkout, see section below:
 - a) **Refrigerator/Freezer.** Make certain that it is defrosted and cleaned. Do not leave **ANY** food items in refrigerator/freezer.
 - b) **Stove.** The top of the stove must be clean, including the drip pans under burners, and the interior of the oven must be free of all spills, baked on foods, grease, etc. The aluminum foil on the drip pans should be removed and replaced with new foil. Clean back splash and adjacent walls in the kitchen.
 - c) **Toilet.** Make certain that the bowl is clean as well as the outside of the toilet.
 - d) **Shower.** The shower must be cleaned. Do not leave any bottles of shampoo, bars of soap, etc. in the shower.
 - e) **Kitchen & Bathroom Floors.** Sweep and mop.
 - f) **Lavatories.** Make certain that you clean both lavatories; wipe the counter top and clean the mirrors.
 - g) **Room.** Vacuum carpet including under the beds.
 - h) **Trash.** Look behind bed, desk & chest for trash and dirt.
 - i) **Light bulbs.** Contact housing personnel to replace light bulbs. You must turn in burned out bulb to receive a new one.
 - j) **Windows.** Wipe out window sills.
- 5) Turn in room key upon completion of checkout procedures. (Exception: Students remaining in housing during Christmas break that have made advance payment are not required to turn in key. See section 1.9.)

If student moves out of housing prior to 75% of the semester, he/she will forfeit the room deposit and will be entitled to a prorated refund. The refund will be prorated based on the number of full weeks remaining in the period for which student has fully paid. For the purpose of this paragraph, student cannot officially move from housing without giving notice to housing personnel and following checkout procedures outlined in this housing manual.

Additional fees could be charged in the event clean up procedures are not followed. Any fees charged may be divided equally among each resident of the room/suite. Any charges will be due and payable upon receipt of a bill from the Business Office. Should this situation occur, a hold will be placed on the resident's transcripts and registration until the bill is paid in full. All items left in room after check-out will be discarded.

***Please note that failure to check out will result in forfeiture of resident's housing deposit. Additional charges may be levied for any damages or cleaning deficiencies.**

9. OTHER CAMPUS ACTIVITIES/INFORMATION

9.1 Clubs/Organizations

SAU Tech has several organizations that sponsor activities and functions for the students. Check the SAU Tech website www.sautech.edu or the sponsor listed for more information about the following clubs.

- a) Allied Health Students Club (AHSC) – Janet Grace
- b) Aviation Club – Bill Archer
- c) Baptist Collegiate Ministry (BCM) – Joyce Tillery

- d) National Technical Honor Society (NTHS) – Eddie Horton
- e) Phi Beta Lambda (PBL) – Phyllis Hutson
- f) Phi Theta Kappa (PTK) – Jodie Eppinette
- g) Resident Housing Association (RHA) – Aundria Rockwell
- h) SAU Tech Multimedia Club – John Rockwell
- i) SAU Tech Student Ambassadors – David McLeane
- j) Teacher Education Club (Tec@tech) – Lisa Oden

9.2 Student Center

The Student Center is located in the back of the Business Building which includes a spacious lounge area, television, game room and convenient snack area. Student Center hours are: Monday – Friday 8:00 a.m. – 10:00 p.m. and is closed on weekends. Hours are subject to change.

9.3 College Cafe

The College Café is located in the Student Center in the Business Building. The hours are 11:00 a.m. – 1:00 p.m. Monday – Thursday. **DO NOT** “borrow” dishes or silverware from the café.

9.4 SAU Tech Gym

The SAU Tech Gym is located at the back of the campus. The Gym is open Monday – Thursday. See campus bulletin boards and the SAU Tech website www.sautech.edu for specific hours.

Also, see Gym worker for checking out golf and tennis equipment. Play tennis on our lighted tennis courts (by the gym) or play golf at the *Highland Golf Course* just up the road (student responsible for green fees). To check out equipment, you must see the gym worker and have your Student ID.

9.5 Intramural Activities

SAU Tech has intramurals and tournaments offered throughout the year. Each participant is required to sign a release form. The number of teams and team sizes will be determined based on number of participants. See bulletin boards and SAU Tech website www.sautech.edu for dates, times and specific sport or activity. Also, refer to page 36.

Emergency Phone List

| | |
|--|-----------------------------|
| Campus Police..... | 4517 or 4703 or 4715 |
| Campus Police Cell..... | 870-818-6353 |
| Ambulance..... | 9-836-1000 |
| | Fire 9-836-2413 |
| Ouachita County Sheriff’s Office..... | 9-837-2200 |
| | |
| Resident Assistant (on-campus) | 4570 |
| Resident Assistant (on-campus) | 4577 |
| Resident Assistant (off-campus)..... | 574-1260 |
| Director of Student Life | 4458 |
| Housing Manager | 4519 |
| Student Life Secretary..... | 4712 |

In case of emergency and you cannot reach the RA or Campus Police, try the following numbers top to bottom:

| | |
|-------------------------------|-------------------|
| Aundria Rockwell | 9-231-5606 |
| David McLeane | 9-836-7753 |

Spring 2010 Semester

- January 4 Deadline to cancel housing payment for Spring without losing deposit
- January 7 Deadline for New Residents to pay for Spring Housing if moving in on move-in day
- January 10 1:00 p.m. – 5:00 p.m. Housing Move – In
- January 12 4:00 p.m. *Mandatory Meeting, Cookout & Fire Safety Demonstration
- January 13 Spring Classes Begin
- April 1 Start accepting Fall Housing Payments from current residents
- April 7 Last day to move-out and get a prorated refund.
- April 14 4:00 p.m. *Mandatory Meeting
- May 4 Current residents deadline to pay for Summer housing without moving out
- May 6 by 4:00 p.m. Last Day to Move-Out
- June 1 Start accepting Fall Housing payments from new residents

***Director of Student Life or the Housing Manager are the only ones who can excuse you from these meetings. The RA may call mandatory meetings as deemed necessary for the housing population.**

**Resident Housing
Summer 2010
Important Dates**

Summer 2010 Sessions

- May 4 Current residents deadline to pay for Summer housing without moving out
- May 11 1:00 p.m. – 5:00 p.m. Housing Move – In for new residents for Summer term
- May 12 4:00p.m. *Mandatory Meeting
- May 25 Summer I classes begin
- June 1 Start accepting Fall payments from new residents
- June 23 Deadline for current residents to pay for Summer II housing without moving out
- June 24 Summer I ends
- June 28 Summer II move-in for new residents

- June 29 4:00 p.m. *Mandatory Meeting for new residents
- July 7 Summer II Classes Begin
- July 22 4:00 p.m. *Mandatory Meeting
- August 9 Deadline to cancel Fall housing payment without losing deposit
- August 10 Deadline to make Fall housing payment without moving out
- August 12 by 4:00 p.m. Last Day to Move-Out

***Director of Student Life or the Housing Manager are the only ones who can excuse you from these meetings. The RA may call mandatory meetings as deemed necessary for the housing population.**

****Gym hours may vary - check for specific hours on our website and signs posted around campus.**

Note: Calendar is subject to change. Changes will be posted on the SAU Tech website www.sautech.edu and campus bulletin boards.

Spring 2010 Student Activity Calendar

January

- Gym Opens 13th
- Monday- Thursday, 3:30 pm – 9:00 pm
- Sunday, 3:30 – 9:00 pm
- Basketball Organization Meeting (4:00 pm in the Gym)..... 19th
- Valentine Candy-Grams go on sale 20th

February

- Black History Month
- Intramural Basketball (4:00 pm in the Gym) 2nd
- Last day to order Valentine Candy-Grams 4th
- Intramural Basketball (4:00 pm in the Gym) 9th
- Valentine Candy Grams delivery 10th&11th
- Intramural Basketball (4:00 pm in the Gym) 16th
- Intramural Basketball (4:00 pm in the Gym) 23rd

March

- Intramural Basketball (4:00 pm in the Gym) 2nd
- Intramural Basketball (4:00 pm in the Gym) 8th
- Spring Break 22nd – 26th
- Whiffleball (4:00 pm in the Gym) 30th

April

- Employee VS Student Volleyball (4:00 pm in Gym) 7th
- Spring Fling/College Day 13th

May

- Student Awards Ceremony 6th
- Commencement 6th

****Gym hours may vary - check for specific hours on our website and signs posted around campus.**
Note: Calendar is subject to change. Changes will be posted on the SAU Tech website www.sautech.edu and campus bulletin boards.