



HOUSING HANDBOOK 2007 - 2008

MERCER
UNIVERSITY

Office of Housing & Residence Life

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WELCOME TO MERCER RESIDENCE LIFE!

Dear Residents,

Welcome to Mercer Residence Life! You are about to embark on an exciting adventure, and we are thrilled to be a part of it. We want your stay at Mercer to be both worthwhile and enjoyable.

Your Residence Hall/Apartment/Greek House is more than just a place to sleep; it is a vital part of your transition to college and independent living. The most important members of the Housing Staff are the Resident Assistants (RAs) who live in the halls/apartments with you. These students are trained to assist you in a wide variety of areas ranging from assisting with your initial check in, providing social and developmental programs, dealing with academic and/or personal issues, preparing for graduation, and beyond. The RAs are your closest resource – get to know them!

The Housing Handbook is designed to acquaint you with the policies and procedures associated with on-campus living. Please read carefully the information contained in the handbook. Ask your RA for clarification of any issues that are unclear to you. Housing policies are designed to preserve the rights of current and future residents. As a member of the Housing Community, you will be expected to abide by these regulations.

Living on campus is an integral part of the university experience. You will make many lasting friendships, as well as develop both personally and academically. Get involved! Become a part of the Housing Community and take advantage of the services and opportunities provided throughout the year.

Again, welcome to Mercer Residence Life and good luck in the upcoming year!

Sincerely,

Jeff S. Takac
Director of Residence Life

The Residence Life Goal

The primary function of the Office of Residence Life is to provide residents with a living environment conducive to study. Critical to this mission are the Residence Life staff members, a team of professionals and students committed to creating a strong living/learning environment that promotes personal and academic growth. As a member of the Residence Life community, you will have the opportunity to meet and interact with a very diverse group of students. We challenge you to take advantage of the opportunity to learn from others and to involve yourself in the campus community.

Your Community

The experience that you have during the year while living in Mercer University Housing depends largely on how much you put into it. The Office of Residence Life has made exhaustive efforts to see that you have a safe, fun, learning-focused environment to live in. Residents who have the “good years” while in housing are those who put in a little effort in being part of their community. Getting to know your roommates (and their likes/dislikes), the people in your hall or building, and the Residence Life staff can contribute to a large portion of your happiness while living on campus. Attending programs from the various groups who provide them also tends to increase resident satisfaction.

Community Living

Residence hall living promotes a cooperative community living environment and teaches students to respect the rights of others. The Office of Residence Life recognizes the need for an academic atmosphere and a protection of the health, safety, and security of all residents.

Rights and Responsibilities:

- The rights to study, read, relax and sleep without measurable interference, noise or distractions, and the responsibility to help others have this right.
- The right to feel safe in the residence halls, and the responsibility to help ensure the safety for others in the building.

- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others.
- The right to have respect shown for one's personal property, and the responsibility to respect other's personal property as well as community property.
- The right to have visitors within the hall, apartment, or house during visitation hours, and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm, and the responsibility to ensure this right for others.
- The right to a clean living environment, and the responsibility to help keep it clean.
- The right to maintain one's personal beliefs and values, and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual's rights end when exercising those rights infringes on others. The residence halls, apartments, and Greek Houses at Mercer are places for fun but are also places for study. In keeping with the mission of Mercer, the residence halls, apartments, and Greek houses must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the community may be subject to disciplinary action and/or removal from University housing.

Living with a Roommate

Fundamentals to a successful roommate situation:

- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e. sleep and study schedules).
- Respect each other's privacy. Give each other space when needed.

- Resolve conflict as it arises. Inevitably as the year goes on, the room appears to get smaller and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing a room involves give and take on each side.
- Be considerate, reasonable, and flexible.
- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.

The Residence Life Staff

The Office of Residence Life is located on the third floor of the Connell Student Center. The Residence Life Office Staff consists of the Director, Associate Director, and Assistant Director of Residence Life, two Residence Life Coordinators, an Office Manager, an Assignments Coordinator, and Student Assistants. Office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. You may contact the Office of Residence Life by phone at (478) 301-2687 or by fax at (478) 301-2238.

The Office of Residence Life works very closely with the Housing Maintenance Staff and the Custodial Staff. The Maintenance and Custodial Staff work Monday through Friday. Concerns regarding maintenance and/or housekeeping should be reported by contacting your RA or contacting the Office of Residence Life.

Getting to Know Your Residence Hall Staff

Residence Life Coordinator (RLC)—RLCs are full-time professional staff members who live on campus. RLCs are responsible for the supervision of the Residence Life staff members and the administration and educational functions of the Residence Life program.

Resident Director (RD)—RDs are undergraduate and graduate students who have been selected and trained to serve in a supervisory position. RDs live in an apartment in the building/area to which they are assigned. RDs are responsible for the administration of the residential community, including supervision of the RA staff, advisement of the Residence Hall Association, and the monitoring of various activities.

Resident Assistant (RA)—RAs are usually the first Residence Life staff member residents meet. RAs are students who have been selected and specifically trained to assist residents within the residential community. RAs are a vital link between their peers and the Office of Residence Life, as well as other departments around campus. An RA's responsibilities include helping to develop a sense of community through social events, educational opportunities, and other activities; informing residents about events happening on campus; enforcing University and Residence Life policies; acting as peer counselors and assisting professional staff in crisis situations. The RAs are available to assist residents with personal and academic concerns, roommate conflicts, and maintenance issues. Each residential hall/area is staffed nightly by an RA on duty. The RAs on duty are responsible for assisting residents with their needs, monitoring activity in the buildings, reporting work orders, and performing essential administrative tasks for the Residence Life Staff. These lobbies/offices are staffed 8:00 p.m. to 11:00 p.m. Sunday through Thursday, and 8:00 p.m. to Midnight on Friday and Saturday nights.

Community Assistant (CA)—CAs are responsible for the same administrative/operations functions as an RA. However, the area of responsibility is in the Greek Houses or the off-campus university-leased apartments.

Safety, Security, and Emergency Procedures

Blue Light Emergency System—Blue Light Emergency notification stations are strategically placed in several outside locations on campus. When activated, the system provides direct contact with the police dispatcher and immediate officer response.

Campus Police (MERPO)—The University Police are sworn law enforcement officers of the State of Georgia. The officers are available 24 hours a day, 365 days a year to assist all persons on campus. The police department offices are located on Winship Street, and they can be reached at 301-2970 or 2911.

Campus Security Escort—Campus Security Escorts are available to all university students, personnel, and visitors upon request. The service is provided day and night, year round. Call the University Police at 301-2970 to request a Campus Security Escort or to receive more information concerning this service.

Community Safety Precautions—While we believe that our campus is a safe environment, crime can occur. The following precautions should be taken to help protect you against crime:

- Lock your room/apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Ask who is at the door before opening the door or yelling “come in.”
- Do not prop exterior doors.
- Keep your keys and Bear Card in your possession at all times. Do not loan your keys or Bear Card to anyone for any reason.
- Don’t walk alone, especially at night. Use the Campus Escort Service to travel around campus at night (to or from buildings and parking lots).
- Report any suspicious activity to the University Police immediately.
- Let your roommate know where you are going and when you will be returning.

Dangerous Weather—In the event of a tornado, residents may be instructed to evacuate from the perimeter of the building, away from glass, and off upper floors. Emergency locations for tornados are on the lowest floor away from glass and entrances. During extreme weather threats (hurricanes, etc.), residents will be advised to review emergency plans, be alert for changing weather conditions, and be prepared to act. Residents desiring to leave campus for safe areas will be encouraged to do so. Residents who cannot leave will be evacuated to a designated campus shelter. Residence Life Staff will advise students when and where to report to the shelter. Basic food service and health care will be provided in the shelter. All housing rules and regulations will be in effect during this time.

Doors—All doors should remain closed and locked when not in use. This includes entry doors into buildings, suite/apartment/house doors, room doors, and emergency doors. This is a precaution to make sure that only permitted individuals have access to appropriate areas.

- **Building Access**—Residents of a particular building are the only people who have access to that area, and those individuals should not give their Bear Card to any other person to gain access.
- **Door Propping / Tailgating** —Propping any sort of door is strictly prohibited. Any student found propping a door will be documented and may face judicial action.
- **Room Access**—Residents' keys belong only to that student and should not be lent or given to any other person. You should always lock your door when leaving your room/suite/house.

If you find that you have lost your keys you should report it immediately to Residence Life. If you have lost your Bear Card you should report it to Auxiliary Services at ext. 2741 or MERPO at ext. 2970 (during non-business hours).

Emergencies—In an emergency situation, dial 2911 from any campus phone for immediate assistance. For non-emergencies, dial 301-2970. In the event of a campus-wide emergency, the Office of Residence Life will serve as the campus command center disseminating information to the entire campus community.

Fire Safety—Protection from fires is a combined effort at Mercer University. The Office of Residence Life has established a number of ways to help protect Mercer residents, their belongings, and buildings.

- **Fire Safety Equipment**—There are many precautionary devices that may not be tampered with. **Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges.** Fire equipment includes: Doors (room, suite, house, apartment, building), fire extinguishers, sprinkler heads, EXIT signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation plans, and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.
- **Fire Evacuation**—You should assume that any/all fire alarms are real. If you hear an alarm you should gather your keys and ID and exit the building immediately! You must obey the direction of all Mercer staff for direction in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building when the threat has been cleared. **Do not re-enter the building without permission!**

Mold and Mildew—Humidity inside buildings in Georgia is often high which encourages the growth of mold and mildew. Mild is a fungus that produces spores that float and spread easily through the air. These spores can cause allergic reactions and other health issues. Mold and mildew grow in areas that are dark and moist.

The following are suggestions for preventing and treating mold and mildew:

- The key to prevention is to keep everything clean, well lit and dry.
- Hang up damp towels and clothes to dry completely.
- Leave the bathroom door and shower curtain open to allow the walls to dry after showering.
- Select cleaning products specifically designed to treat/prevent mold and mildew.

- A weak solution of bleach and water can also be effective in cleaning mold and mildew. NEVER mix bleach and ammonia, as this creates dangerous fumes.
- Most shower curtains can be cleaned in a washing machine with bleach, detergent and warm water.

Property/Renter's Insurance—Mercer University does not carry insurance on student's belongings, and is not responsible for damage to or theft of any personal property. The Office of Residence Life strongly encourages students to either (1) make arrangements with their parent's or guardian's homeowners insurance company to insure coverage for personal belongings, or (2) purchase separate renters insurance. For more information and further clarification, contact the Office of Residence Life at (478) 301-2687, or contact your Resident Assistant.

Windows/Screens—Residents may not remove the screens from their room windows or other residence hall, apartment, or Greek House windows at any time. Residents may not take any action that may cause damage to the window or screen. If in need of repair, the residents should report maintenance concerns to the Office of Residence Life at ext. 2687. In order to protect those individuals who may be walking outside the residence halls, apartments, or Greek Houses, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall, apartment, or Greek House.

Maintenance

Garbage Disposals—A garbage disposal is a machine that grinds food waste and allows it to be washed down the sink drain. The following are directions on how to use a garbage disposal and keep you safe:

How to use a garbage disposal:

- Food to be disposed of should be place in the disposal while the disposal is OFF
- Turn on the cold water

- Turn on the garbage disposal – switch is located on the wall beside the sink
- Let the food clear the disposal – you can hear when it is clear
- Turn OFF the disposal. Let the water run 15 to 30 seconds more to flush the pipe
- Turn the water off

Improper use of garbage disposals can be dangerous. Keep your hands far from moving part. Please follow these guidelines:

- Always run water while using the disposal.
- Starchy food like rice and pasta can cause disposals to clog up and create plumbing problems. Limit the quantities of this type of food that you dispose of in your garbage disposal.
- Bones, cornhusks, and other high-fiver items should not be put into the disposal as they may clog the drain.
- Keep eating utensils and other non-food items from falling into the disposal.

Electric Stoves—Used to heat up food on a flat surface and can be dangerous unless used properly. If there is ever a problem with the stove or any other kitchen appliance, turn it OFF and put in a maintenance request. Do not use it again until you have written or verbal communication from the maintenance staff that it is okay to use again. Here are some safety guidelines to follow, to keep you safe:

- Do not heat unopened food containers on burners
- Do not leave your stove unattended while cooking
- Clean the stove on a regular basis
- Do not clean the oven door gasket
- Always have drip pans under elements, do not cover them in aluminum foil
- Do not cover slots, holes, passages, or rack with aluminum foil
- Do not use a wok with a metal ring that extends beyond the heating element
- Do not leave items on top of the stove
- Keep stove vent hood and filter clean

Pest Control—To provide insect control for the halls, apartments, and Greek houses, the Department of Residence Life has made arrangements to use the services of the Physical Plant Pest Control Division. A quarterly schedule will be maintained where trained and certified pest control personnel will treat all apartment units. This service is free for all residents.

Reduce the number of pests in your apartment by emptying garbage cans nightly, keeping food sealed in plastic containers, and maintaining a clean apartment. The use of foggers is not allowed as the vapor from these could activate the smoke detection/ fire alarm equipment.

Trash Removal—Residents shall dispose of all trash in the dumpsters located throughout the parking areas. Failure to do so may result in a charge.

- *Large item pick-up:* Items too large for the dumpsters (e.g sofas, chairs, mattresses, etc.) will be hauled away at no charge if you leave them beside the dumpster.
- *Hazardous materials:* Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local dump station or to the Willet Science Building on campus.
- *Syringe Disposal:* Students should not place exposed hypodermic needles directly into trash containers. Disposable, puncture-proof containers are available at the Student Health Center, and should be used for disposing of hypodermic needles.

Water Leaks—Leaks in faucets, toilet tanks, and other plumbing equipment uses more water, fuel and labor bills and can ruin costly fixtures. Please report leaks to the Office of Residence Life as soon as possible.

Work Order Procedures—Work orders are prepared in one of two ways. A resident can call the Office of Residence Life at (478) 301-2687 and by physically coming to the Office of Residence Life and

filing your request. A member of the maintenance staff will visit your apartment as soon as possible to evaluate and fix the problem. Normally repairs will be made during regular office hours from 8:30am -5pm. Emergency repairs and maintenance, however, may occur at any time.

Being Involved at Mercer University

Residence Life Opportunities—There are several ways residents can be involved with Residence Life:

- **Programs**—Residence Life staff members hold several programs on floors, in buildings, and on campus every semester. You can assist with planning a program or simply recommend a program that your RA or Residence Life staff can organize. If you or your friends have an interest, why not share it with your entire community? Ask your RA about opportunities to assist in Residence Life programming.
- **Hall Council/RHA**—Opportunities are available for you to become involved in what occurs in your building/residential community. The hall councils for each building/area address residents' issues and program alongside the Residence Life staff.
- **Become an RA**—If you have a 2.25 GPA and clean judicial record and think that you have what it takes to become an RA then you should ask about how to apply for a position. The Office of Residence Life is always on the lookout for outstanding leaders to join its family. The selection process and applications will begin late in the fall semester—be on the lookout for information or ask your RA!

Campus Activities and Organizations—There is always something going on at Mercer University. Our plethora of campus organizations is constantly holding events for the entire campus. Pay attention to the campus calendar and signage on campus to find out what is coming up next! There is also a campus organization that would love to have you as a member. If there is not an organization out there that fits your personality, you can create one that does. Visit the Office of Campus Life in Connell Student Center to learn more about campus activities and organizations. Intramurals are a great way to have fun

and get a little exercise with your friends. Get a team going or join an existing team and compete in events from soccer to softball and ultimate frisbee to bowling.

Mercer University Athletics—Mercer University competes in several Division I athletic events year round. Visit mercerbears.com to see all of the teams, their schedules, and athletes. Take a group of your friends and support your classmates—Go Bears! There are also several club sports available on campus if you are interested in competing in one of the available sports. If your sport does not have a club/team, you can begin one.

General Administrative Housing Policies

Living Facilities—The Office of Residence Life offers the following options for resident students.

Mary Erin Porter (MEP) Complex: This freshman female complex houses residents in double occupancy rooms in Boone, Dowell, and Porter Residence Halls.

Plunkett Hall: This freshman male hall houses residents in two-room suites with double occupancy rooms.

Roberts Hall: This freshman male hall with community bathrooms houses residents in double occupancy rooms.

Shorter Hall: This co-ed hall houses residents primarily in two room suites with double occupancy rooms.

Sherwood Hall: This co-ed hall houses residents in two-room suites with double occupancy rooms.

Mercer Hall: This co-ed hall houses residents in 2-person and 4-person suites with single occupancy rooms.

Greek Village: Fraternity and sorority houses accommodate organization members in private rooms.

Garden Apartments: These undergraduate student apartments house upper-class residents in private rooms.

Winship/Adams: These undergraduate student apartments house sophomores in double occupancy rooms, as well as, juniors and seniors in single occupancy rooms.

Orange Apartments: These apartments house faculty, staff, graduate students, married students, and students with dependents living with them.

Downtown Housing: For more housing information on Mercer managed off-campus housing options in Downtown Macon, please contact the Office of Residence Life at x2687.

Residency Requirement—Mercer University requires first year and sophomore students to live in on-campus residential facilities, except for students:

- Who are at least 21 years of age
- Who are married
- Who live at home with a parent or guardian within a reasonable commuting distance
- Who are veterans

Application Process and Contract

Eligibility: A resident of campus housing must be enrolled at Mercer University and maintain a minimum of 3 credit hours per semester.

Application: The student must return the completed application form for each academic year in the time period specified by the Office of Residence Life. Consideration is given to students' requests in assigning rooms and roommates. The Office of Residence Life retains the right to assign or re-assign rooms at any time, and a student may be reassigned for health or medical considerations. *Athletes and Greek House Residents must apply and proceed through the process as all other residents do.*

Returning Student Application: Each spring semester, currently enrolled students may re-apply for rooms for the upcoming academic year. This process will be explained in further detail at the beginning of the spring semester. Anyone with questions regarding this process should contact the Office of Residence Life for clarifications.

- **Housing Lottery**—Current residents wishing to reside on campus for the next academic year should participate in the Housing Lottery during the Spring semester. Information about the housing lottery

and assignments process is provided to all residents during the Spring semester.

- **Housing Contract**—The ***Housing Contract is a legally binding academic-year contract (Fall and Spring semesters)***. Residents entering the Housing system during the Fall semester are contracted for both Fall and Spring; residents entering the Housing system during the Spring semester are contracted only for the Spring. A new contract must be submitted for each academic year. If there is a discrepancy between the Residence Life Handbook and the Housing Contract, the Housing Contract takes precedence.

Cancellation of the Contract—A housing contract **only** may be cancelled during occupancy for the following reasons and a \$100 fee:

- Withdrawal from the University
- Marriage
- Internship, co-op, or teaching requirement which necessitates other residence
- December graduation
- Suspension /dismissal for academic/conduct reasons from Mercer University (no refund will be granted)

Contract “Buy-Out”—For reasons other than the approved conditions listed for contract release, a resident may request approval for a Contract Buy-Out for the Spring semester. The student will be assessed 75% of the remaining Contract balance through the end of the spring term in addition to any other accrued charges/damages. A student may request an exception to the residency requirement or release from the housing contract by submitting a written petition to the Office of Residence Life. With reasonable notice and a good reason the University reserves the right to terminate a student’s contract. Approval of the cancellation is NOT automatic and will be granted at the discretion of the Director of Housing and Residence Life or his/her designee. Residents are strongly urged not to sign any off-campus agreements/leases prior to receiving written confirmation from the Office of Residence Life recognizing the cancellation of the Housing Contract. Unless a request for contract cancellation has been approved, housing charges will be assessed as long as the student is

enrolled at Mercer during the Contract period even if the student has moved off campus.

Room/Apartment Condition Report—At check-in, residents will receive a Room/Apartment Condition Report (RCR/ACR) form to be looked over and returned to their RA *immediately* (within 24 hours). This form should be used to document the current condition of the room and its contents (furniture, carpet, windows, shelving, etc.). It is vital that residents carefully examine the room and make any necessary changes to the form, documenting any problems/damages found. The RCR/ACR form will be used at checkout to assess the condition of the room at that time. Any damages in the room/apartment that were not documented on the Room/ Apartment Condition Report at Check-in will be considered 'new' damage and the student's account will be charged for these items.

Room Changes and Consolidation—Students are allowed to make room changes at identified times, usually during the second week of classes each semester. These dates are publicized in Mercer publications. Students desiring to move to a new room must follow procedures as directed by the Office of Residence Life to formally change rooms. A student making an improper room change is subject to a \$50 fee, and may have to return to the appropriate assigned room. Once the room change period has ended, Resident Assistants and Resident Directors work with students to mediate roommate problems. If roommate problems persist after mediation steps have been taken, the Residence Life Coordinator will determine the need for a room change. Room changes must be approved by a Residence Life Coordinator.

After designated room change periods, students without roommates are in the consolidation process and must either choose a roommate, be prepared to accept a new roommate or accept a change of assignment. Any time a student is without a roommate, he/she must keep the roommate's side of the room clean and clear of any personal items. The empty space must be kept ready for a new roommate to be assigned at any time.

Common areas including shared bathrooms must also be kept clean and ready for use by newly assigned roommate.

Involuntary Reassignment of Housing—Pending the outcome of a formal judicial proceeding, the Office of Residence Life reserves the right to reassign students to other locations or remove them outright from University housing. The decision to reassign or remove a student shall be made by the Director of Residence Life or his/her designee.

Private Rooms—Single occupancy rooms are available in Mercer Hall, Adams and Winship Apartments, Garden Apartments, and Greek Village. Private rooms are offered elsewhere on campus depending upon space availability. A student living in a private room pays an additional fee each semester. All of the room furniture must remain in the room, including the second bed. Once a student has established a private room, the student will continue to be charged the private room fee for successive academic semesters, unless the student provides written notice to the Office of Residence Life by the first day of classes for the semester. Private rooms are never guaranteed.

Communication with Residents—The Office of Residence Life will communicate with residents through a number of sources including, but not limited to: Floor/Building Meetings, RA announcements, fliers, bulletin boards, e-mail messages, voicemail messages, and Post Office Boxes. **Residents are responsible for information sent to their P.O. Box and student e-mail account and are urged to check both regularly.**

Room Keys—At check-in, a room key or set of keys will be issued. Loss of a key or failure to return a key at the appropriate time will result in a \$40 charge for a lock change per core needing to be changed. A damaged key will result in a \$10 charge. No refund or cancellation of charges will be made after the lock is changed.

Lost Keys—Residents should report missing room keys to their RA or the Office of Residence Life immediately. There is a \$40 per core

charge for lock changes. ***Residents are prohibited from copying Residence Hall/Apartment/Greek House keys.***

Lock Outs—Residents locked out of their room/apartment during business hours should go to the Office of Residence Life for assistance. If the lockout occurs after business hours, during the weekend, or on a holiday, please contact the RA on duty for assistance. Identification will be required. Following opening weekend, there will be a \$10 charge to unlock doors and/or for an issued loaner key(s). Repeated lockouts may result in judicial action.

Entry into Student Rooms—Approved Mercer officials may enter university residence hall rooms, apartments, or Greek Houses for inspection at any reasonable time for several reasons, including but not limited to:

- **Health & Safety Inspections**—Resident Assistants may conduct monthly Room Inspections. During this time, the RAs will check for maintenance concerns, cleanliness, and adherence to Housing rules and regulations.
 - ***Health Hazards***—Items such as piled dirty clothing, open and/or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.) and bothersome odors emanating from such issues compose serious health hazards to the community and are prohibited.
- **Probable Suspicion**—A resident's personal property is subject to an exhaustive search if reasonable suspicion exists that the room or items in the room are being used for purposes that are illegal or would seriously interfere with the health of residents, the safety of residents, or community order within the building. If such a search is deemed necessary, a professional Residence Life Staff member will be contacted to approve and conduct the search and all items in violation may be confiscated.
- **Plain View Searches**—If a Mercer University official or Residence Life Staff member notices an illegal item in plain sight or violation within a resident's space the item may be confiscated. An Incident Report may also be filed depending on the nature of the violation.

- Confiscations—If an item is found that is a violation of University policies then it may be confiscated by a University official and held until a discipline meeting can be arranged. At which time the item may or may not be given back with the understanding that if it is returned to the student that it must leave Mercer University campus immediately.
- Maintenance and Repair Work—Any maintenance requests that are submitted by the resident, Residence Life Staff, etc. will require that a worker enter to make the necessary repairs. Workers may also enter if a problem in another space impacts your space or vice versa.
- Emergency Conditions—A staff member may enter a resident's space during a fire alarm or threatening weather to make sure that all residents have vacated a given space.
- Closing Inspections—See <Closing Procedures>.

When entering a resident's room, a University representative should follow the following procedures:

- Knock loudly, identify themselves, their position, and ask to be admitted to the room. In the absence of a response, the University official must knock again and indicate loudly that he/she is "keying into" / "entering" the room.
- The representative will have another staff member present when entering a resident's space (if the residents are not home).

Break Closing—The winter break between Fall and Spring semester is not included in the academic year (August-May) housing contract. All Residence Halls/On-Campus Apartments/Greek Houses are closed during the winter break. Residents must check out of the buildings during the break (policy subject to change).

Closing Procedures—Residents are expected to vacate their room/apartment/ Greek house within 24 hours of their last exam each semester. Residents should sign up for a Checkout appointment with their RA at least 48 hours in advance of the time they wish to leave. At the time of checkout, the RA will conduct a preliminary inspection of the room/apartment using the Room/ Apartment Condition Report

completed at Check-in to determine if damages exist and/or the room is clean. **A full-time staff member will conduct a more thorough inspection once the building is closed to ensure that all damages have been identified and properly charged. Additional charges may be assessed at this time, for damages to the room/apartment, failure to return room keys, or improper check out.**

Express Check Out—If a resident chooses not to sign up for a regularly scheduled check out time with a RA then the resident has the option to sign an *Express Check Out* envelope and turn in his/her keys without the benefit of having a RA/RD present to conduct a formal check out and without the ability to appeal charges.

- The RA provides a check out envelope for the resident with an explanation of the express check out process. This includes following all posted/delivered checkout/cleaning instructions. **If you use express check out, you waive your right to appeal to ANY damage, cleaning, or other charges assessed to you associated with the check out process.**
- The student must complete the instructions on the envelope, insert the key(s) into the envelope and seal it.
- Completed envelopes must be delivered to the Resident Assistant, the Resident Director, or the Residence Life Office drop box.
- Upon departure, the Resident Assistant will assess damages by completing the check out portion of the RCR/ACR as if the RA were present. The RA will include the Express Checkout envelope when returning the RCR/ACR, key(s), and any charges.

Improper Check Out—Proper check out procedures involve arranging a check out appointment with your/a RA/CA to return the room/apartment/Greek House key(s) while the housing staff member checks your room/apartment/Greek House for cleanliness and damages. Following the inspection, proper paperwork is signed. At the scheduled appointment time, the resident must be fully prepared to complete the checkout (i.e. room/apt./Greek House room is empty, cleaned, and key(s) ready to be turned in). Failure to follow these procedures may result in an improper check out fee of \$50 being assessed to your account, and possibly lock change(s) being

processed, resulting in \$40 per core change being assessed to your account. Check out materials are provided during end-of-semester checkout processes. Detailed cleaning is required of every resident. If you have questions at any time on how to properly check out, please speak to a Residence Life Staff Member.

Abandoned Property—Property left in a resident's room/common area/apartment/Greek House will be removed and discarded (or donated). Items deemed to be left accidentally will be tagged, labeled and stored at a rate of \$15 a day. Items not claimed within 30 days the items will be discarded or donated.

Summer Housing—To live on campus during the summer, students must submit a Summer Housing Contract that will be made available on the Mercer University webpage midway through the spring semester. In an effort to maintain our facilities, some buildings will be closed during the summer for renovations and preventative maintenance work. In light of this, a resident's summer room assignment may not be the same as his/her previous spring assignment or subsequent fall assignment.

Judicial Process—Students living on campus are expected to uphold standards of behavior and respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with both the Mercer University Student Code of Conduct and all Residence Life Rules and Regulations. The Residence Life policies have been established to encourage socially responsible behavior and to ensure the safety and welfare of students while acknowledging the students' right to privacy. Residence Life regulations are applicable to residents and their guests. Residents are responsible and will be held accountable for their behavior and the behavior of their guests at all times.

Any resident who violates a Residence Life policy will be subject to disciplinary action through the Judicial Process. The process is designed to afford students all rights of due process and to ensure all infractions are dealt with fairly and consistently. Anyone (student, guest, or University Official) may report a violation. Residence Life

infractions may be referred to a Hall Director or one of the Residence Life Coordinators. In the event that a student is involved in a major violation of the Mercer University Student Code of Conduct or has a previous disciplinary history, the case may be referred directly to the Associate Dean of Students in the Office of Judicial Education.

Sanctions imposed upon students found in violation of Residence Life Rules and Regulations may include, but are not limited to, verbal warnings, written warnings, fines, educational activities, community service, an Administrative Room Change, Housing Probation, and/or removal from University Housing.

Residents are encouraged to read carefully all Residence Life Rules and Regulations as well as the Mercer University Student Code of Conduct and *The Lair*. If you have questions regarding a specific policy or the Judicial Process in general, please contact your Residence Life Coordinator or the Associate Dean of Students in the Office of Judicial Education.

Residence Life rule violations are considered contract violations and may be handled separately from *Code of Conduct* violations. However, Residence Life retains the right to forward violations they consider serious and/ or repeat offenders to the University Judicial Office at any point. Furthermore, records of offenses and sanctions that result from Residence Life violations are kept in the Office of Residence Life and not considered record. However, they may be utilized as background information during a student's judicial case.

Services and Information

Cable Service—The Office of Residence Life has contracted with Cox Cable to provide the Residence Halls, Apartments, and Greek Houses with cable service. Problems with cable services should be reported to Auxiliary Services at ext. 2741.

Campus Health Service—The Student Health Center provides a variety of primary services to care for the medical needs of University students, their children and spouses. Physicians follow an on-call rotation to be readily available after normal business hours. The Student Health Center is located in the Medical School Building. You can call and make an appointment by dialing 301-2696.

Interruption of Services—Throughout the year there may be times when services (water, electricity, phone, Ethernet connection, cable, etc.) are interrupted to perform needed repairs and/or preventative maintenance. Whenever possible, advance notice of such outages will be communicated via fliers, email, and/or voicemail messages. In certain situations (severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

Laundry—Laundry facilities are provided by Auxiliary Services for resident use. All machines are coin operated. Most machines on campus are also equipped with Bear Card readers. Please report any laundry equipment issues to Auxiliary Services at ext. 2741.

Maintenance Requests—If there is a maintenance concern in your room/apartment/house, you should report the problem to the Office of Residence Life immediately. After business hours, please inform your RA of the maintenance concern. Failure to report a maintenance concern that results in unnecessary damage will be considered vandalism. You should follow-up with your RA or the Office of Residence Life if your request is not completed.

Meal Plans—Auxiliary Services manages meal plans/services. Please contact them at (478) 301-2741 for current information on meal-plan options.

Parking—Residents are reminded that they must obtain a new resident parking decal **each year**. All automobiles, scooters, and motorcycles that are parked on campus must have a parking decal. Decals are distributed by Mercer Police and may be picked up at the Mercer Police Station.

Pest Control—The Office of Residence Life contracts with an off-campus company for monthly pest control services. Residents can, and are encouraged to assist in the effort to control pests by keeping rooms/apartments/houses clean; keeping food in sealed containers; and keeping doors/windows closed. When a continual or severe pest problem arises, residents should contact the Office of Residence Life at ext. 2687 to report the problem.

Phone Service— Local telephone service can be purchased for \$150 per year through Telecommunications at Auxiliary Services. To make an on-campus call, simply dial the last four digits of the campus phone number. For off-campus local calls, dial “99” and then the number. For Atlanta-area calls dial “98” and then the # sign.

- *Collect Calls* – Residents are unable to accept collect calls.
- *Long Distance Service* – Mercer, through ECCL, offers students long distance service. Telecommunications manages this service and can answer any specific questions you may have. They can be reached at 301-2100.
- *Unwanted Phone Calls* – If you are receiving harassing and/or obscene phone calls, report them to the Campus Police and your RA. A record should be kept of the date/time of all harassing calls.

Post Office—All residents are assigned a mailbox at the campus Post Office upon arrival which should be checked on a regular, daily basis. The Office of **Residence Life considers this P.O. Box your official mailing address**. Mail should be addressed as follows:

Student's Name
Mercer University
1400 Coleman Avenue
M.U. Box _____
Macon, GA 31207

Renter's Insurance—Due to the restrictions of the University's self-insured program relating to personal belongings, residents should check with their parents' insurance company concerning home owner's coverage while at school or consider purchasing a separate renter's policy. Further information about theft and fire insurance is available in the Office of Residence Life.

Voicemail—Auxiliary Services also manages the optional voicemail system. Please contact them at 301-2741 for further information.

Rules & Regulations

(The Office of Residence Life reserves the right to add additional policies as deemed necessary for the safety and care of the residents and facilities.)

Residents are responsible for abiding by all University policies including, but not limited to, the Mercer Student Code of Conduct, the Housing Contract, and the following Rules and Regulations. These regulations are designed to promote and maintain an atmosphere conducive to community living, and to inform students of their general responsibilities within the Residence Halls, Apartments, and Greek Houses. All residents are responsible for knowing and adhering to these rules and regulations. ***Violations will result in disciplinary action.***

1.0 Alcohol Policy

In incidents involving the violation of the policies listed below, the alcohol will be confiscated and poured out.

- 1.1 Local, state, and federal laws pertaining to the possession and use of alcoholic beverages are enforced on the university campus.
- 1.2 The possession and consumption of alcoholic beverages on the Mercer campus is prohibited (as outlined in *The Lair*).
- 1.3 Empty alcoholic beverage containers (cans, bottles, etc.) are not permitted, even as decorations, in the Residence Halls, Apartments, or Greek Houses.
- 1.4 Devices designed for the rapid consumption of alcohol (beer bongs, kegs, funnels, etc.) are prohibited and subject to confiscation. Common source containers such as kegs, pony kegs, party balls, etc. are prohibited in the Residence Halls, Apartments, and Greek Houses.

Mercer University has adopted a Parental Notification Policy in regard to student drug and alcohol conduct violations. For specific details regarding this policy, please contact the Office of Judicial Education.

2.0 Animals/Pets

- 2.1 The only pets permitted in the Residence Halls, Apartments, and Greek Houses are fish. Fish tanks may be no more than 10 gallons. Residents found in violation of this policy will be charged a fee of \$100 per day of violation. In addition, the resident will be responsible for all costs incurred in the removal of the animal and/or any costs associated with the possession of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.). Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately.

- 2.2 Residents are restricted from feeding or leaving food outside the buildings for animals. This policy has been established to prevent an infestation of fleas and/or the presence of disease carrying animals that may pose a danger to residents.
- 2.3 Harassing, injuring, or killing animals on campus (i.e. squirrels, rabbits, turtles, birds, etc.) is prohibited.

Choosing to violate the pet policy may result in an immediate room change or removal/eviction from the Housing system in addition to any fees assessed.

3.0 Antennas/Satellite Dishes

External antennas, dishes, or receivers of any type are prohibited. Wireless routers are also prohibited in housing facilities. Wireless internet access is available in some buildings on campus.

4.0 Balconies/Ledges/Railings/Roofs

- 4.1 Sitting, standing on, climbing, or hanging from a balcony, ledge, railing, or roof is prohibited.
- 4.2 Clothing, bikes, banners, or signs should not be hung or displayed from balconies, railings, roofs, and/or windows.

5.0 Bicycles/Motorcycles/Skateboards/Etc.

- 5.1 Bicycles are not to be stored in the residence halls or apartments.
- 5.2 Bicycles should be locked to bike racks outside. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the police for auction.
- 5.3 Motorcycles and/or motorized vehicles are not permitted within 10 yards of the buildings.
- 5.4 Skateboards, scooters, and/or rollerblades are not to be ridden/worn inside the buildings or on the walkways.

Prior to the end of the Spring semester, the Residence Life Staff will place notices on all bicycles on the bike racks. If a bicycle is not claimed prior to the end of the spring semester, it may be considered abandoned, removed and turned over to the University Police for auction.

6.0 Candles/Incense/Dangerous Materials

- 6.1 All open flames, embers, and/or fuels are strictly prohibited in the Residence Halls/Apartments/Greek Houses (with the exception of Greek House ritual candles properly stored in ritual closets when not in ceremonial use.).

- 6.2 Any candles found, regardless of whether they have been burned or not, wick or no wick, will be **confiscated and may be thrown away**. A charge of \$50 may be assessed **per candle** confiscated.
- 6.3 The burning of incense is not permitted. A charge of \$50 may be assessed per incident.
- 6.4 Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, other dangerous chemicals, etc.) or other dangerous substances in the Residence Halls, Apartments, or Greek Houses is prohibited.

7.0 Cleanliness

Students are expected to maintain their assigned room/apartment in a clean and sanitary manner.

- 7.1 Trash must be placed in designated bins/dumpsters and may not be left in hallways, common areas, and/or breezeways. A \$25 charge may be assessed per bag of trash found in unauthorized areas (this includes bags of personal trash found in common area trash cans).
- 7.2 Residence Life Staff may perform monthly health and safety inspections to ensure the cleanliness of the room/apartment. A sanitation charge may be assessed on a daily basis if the room/apartment is not cleaned within 24 hours of an unsatisfactory inspection rating.

8.0 Cohabitation

Cohabitation is strictly prohibited. For the purpose of University housing, cohabitation is defined as: the housing of an unauthorized individual in the resident's room/apartment for more than 2 nights in a 30 day period (same gender) or the sharing of a housing space at any time by individuals of the opposite gender. Overnight guests (same gender) are only permitted with the consent of the roommate(s).

9.0 Collective Liability

Residents in the Residence Halls, Apartments, and Greek Houses are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for the use of all students living in an apartment, suite, wing, floor, or house. Charges for damages (trash, littering, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be \$5 per resident.

10.0 Complicity

Students associated with or present during the commission of an act or acts by another, which constitutes a violation of University policy, may also be charged

if the student's behavior constitutes permission, is judged to contribute to, or condones the violation.

11.0 Confiscation of Property

University Officials may confiscate items from a resident's room/apartment if they are in violation of housing regulations. This includes, but is not limited to, the removal and discarding of alcohol and/or empty alcohol containers; the confiscation of illegal pets which are turned over to the Humane Society or Animal Control; the removal and discarding of candles; the removal of unauthorized appliances which are donated to area shelters; and the confiscation of weapons and/or illegal substances which are turned over to the University Police.

12.0 Cooperation with University Officials

University Officials include but are not limited to University Police, Faculty/Staff, Custodial/Maintenance Workers, Resident Directors, and Resident Assistants. Refusal to cooperate with the request of a University Official will result in disciplinary action.

- 12.1 Upon request, an individual (student or guest) must produce photo identification for examination by a University Official. Students are expected to carry their Bear Cards with them at all times.
- 12.2 Providing false information, withholding information, or providing misleading information to a University official is prohibited.
- 12.3 Impersonating a University Official is prohibited.
- 12.4 Acting on behalf of another person, group, or the University without authorization or prior consent is prohibited.

13.0 Decorations

Residents are encouraged to decorate their rooms/apartments in a manner that will be pleasing to them. ***However, all decorations must be removed at checkout.*** Modifications must be approved and all items in the room must be free standing. Modifying electrical, cable or telephone wiring, the ceiling, walls, doors, plumbing, Ethernet and closet doors is prohibited. Under no circumstances should nails, screws or wall anchors be used to affix items to walls. The following are some guidelines that should be considered:

- 13.1 **Candles**—All candles are strictly prohibited in Residence Halls, Apartments, and Greek Houses (even if they have never been burned or do not contain a wick). The only exception being Greek ritual candles properly stored in ritual closets.
- 13.2 **Ceilings**—Hanging items from the ceilings is strictly prohibited.

- 13.3 **Cement/Concrete Blocks**—Cement/Concrete blocks are not permitted in the Residence Halls, Apartments, and Greek Houses. There will be a \$10 charge per block found.
- 13.4 **Curtains**—Curtains may only be hung by using tension rods in the window frames.
- 13.5 **Dartboards**—Dartboards and/or archery equipment are prohibited in the Residence Halls, Apartments, and Greek Houses.
- 13.6 **Furniture**—All University provided furniture must remain in the room/apartment/Greek House. Do not place room furniture in foyers, hallways, or on balconies. Common area furniture is to remain in common areas. Residents found with common area furniture in their room will be disciplined accordingly. Residents must return the furniture in their room/apartment to its original arrangement upon check-out.
- 13.7 **Lofts**—Lofts are prohibited in all residences halls.
- 13.8 **Memo Boards**—Memo Boards may be posted outside your room. However, they must be affixed/attached with a something that will not damage the door or its paint upon affixing or removal.
- 13.9 **Road Signs**—Road signs (stop signs, street signs, etc) are not permitted in the Residence Halls, Apartments, or Greek Houses.
- 13.10 **Walls**—Painting of rooms in the Residence Halls, Apartments, and Greek Houses is strictly prohibited. Wallpaper and borders are not permitted. ***Push-pins may be used to hang posters, pictures, etc. on walls.*** Do not use poster putty, double-sided foam tape, nails, screws, thumb tacks, staples, decals, stickers, contact paper, etc. on the walls, furniture, or ceilings. Students are not permitted to fill any holes that may exist. Students will be billed for damage to walls.
- 13.11 **Paraphernalia**—Items promoting alcohol and/or drug paraphernalia, are prohibited as decorations in the Residence Halls, Apartments, or Greek Houses. This includes empty alcohol bottles/cans, cannibas posters, etc.
- 13.12 **Live Trees**—Live trees, non UL-approved electrical lights (including string lights) are not permitted in Residence Halls/Apartments/Greek Houses.
- 13.13 **Vacant Bed**—Any time a student is without a roommate, he/she must keep the roommate's side of the room clean and clear of any personal items. The empty space must be kept ready for a new roommate to be assigned at any time.

14.0 Disorderly Conduct

Disruptive conduct is not permitted in the Residence Halls or Apartments.

- 14.1 The intimidation, harassment, verbal or physical abuse of any individual is prohibited.
- 14.2 Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others,

results in the destruction of property, or is otherwise prejudicial to the maintenance of order is prohibited.

15.0 Drugs/Drug Paraphernalia

The possession, consumption, and intent to sell, transport, deliver, distribute, exchange, or manufacture illegal drugs; or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision is prohibited and strictly enforced. The person for who prescription drugs are prescribed must use appropriately. Illegal substances will be confiscated by a University official and/or turned over to the University Police. All paraphernalia including, but not limited to: bong, pipes, roach clips, rolling papers, etc. are prohibited. Violators are subject to Housing Contract termination and removal from University housing. University and criminal charges may be filed.

16.0 Elevators

Elevators in Housing facilities are inspected yearly. Inspection certificates are kept on file in the respective buildings.

16.1 Tampering with or vandalizing elevators is prohibited.

16.2 The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.

In the event of continued misuse, the elevators may be deactivated for a period of time to be determined by housing staff.

17.0 Endangerment

17.1 Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited.

17.2 Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

18.0 Fire Safety/Equipment

In case of a fire alarm, all students must leave the building immediately. ***Students are not to re-enter the building until instructed to do so by the University Housing Staff.***

18.1 The setting of a fire or the activation of a false fire alarm is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges may be filed.

18.2 Students refusing to vacate, or students returning to the building before they are told to do so may be subject to disciplinary action.

- 18.3 The mishandling of fire extinguishers is strictly prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 charge plus refilling costs.
- 18.4 Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc.) will result in a \$50 charge and possible further **disciplinary action and/or criminal charges**. This includes covering or disarming smoke detectors
- 18.5 Emergency Exits may be used only during emergency evacuations. Any other use may result in a \$50 charge.
- 18.6 Emergency phones & alarms located in the elevators are to be used only in emergencies. Improper use will result in a \$50 charge.
- 18.7 Hanging items from sprinkler heads is strictly prohibited and can result in property damage of which costs would be charged to the responsible individuals.

Choosing to violate the Fire Safety/Equipment policy may result in an immediate Room Change or removal/eviction from the Housing System.

19.0 Fireworks and Explosive Devices

The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all Housing facilities.

20.0 Gambling/Student Businesses

- 20.1 Gambling and/or the running of a business out of the residence halls/apartments/Greek houses are prohibited.
- 20.2 Solicitation within the Residence Halls/Apartments/Greek Houses is prohibited. This applies to outside solicitors (i.e. magazine sales) as well as invited solicitors (i.e. Mary Kay, Avon, and other 'sales' programs).

21.0 Grills

The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, smokers, etc. are strictly prohibited in rooms/apartments/houses or in breezeways. Residents wanting to use these types of devices must do so at least **fifteen feet** away from any campus building/structure.

22.0 Hall Sports

- 22.1 Running is not permitted in the buildings.
- 22.2 The bouncing, throwing, kicking, etc. of balls (and/or other objects) is not permitted in the residence halls/apartments/Greek Houses.
- 22.3 Wrestling and other forms of "horseplay" are prohibited in the buildings.
- 22.4 These above rules are all-inclusive within the hallways, rooms, lounges, stairwells, or other public areas.

23.0 Harassment

Threatening and/or abusive behavior will not be tolerated; this includes, but is not limited to sexual, racial, or religious harassment; intimidation; hazing; stalking; prank and/or unwanted telephone calls; invasion of privacy; or any other behavior that creates a hostile living environment.

24.0 Interim Housing

24.1 Interim housing is temporary housing available for a **fee** to summer school residents and athletes still in season competition, who need a place to live or store their belongings when the halls/ apartments/ houses are not open. Interim housing is only available during two time periods: between spring and summer semesters, and between fall and spring semesters. Students must sign up for and pay for the entire interim period in order to receive interim housing.

23.0 Keys

Keys will be issued to each resident at check-in. Residents should always carry their keys and lock their doors. Residents must return keys immediately upon check-out or reassignment, and must report any lost or stolen keys.

- 23.1 Residents may not borrow keys from each other or loan their keys or Bear Cards to anyone.
- 23.2 All keys issued to residents are the property of Mercer University and may not be duplicated.
- 23.3 Unauthorized possession of keys will result in the confiscation of the keys and possible restriction of the individual from the building.
- 23.4 There is a \$40 charge for a lock change resulting from a lost key. A damaged key will result in a \$10 charge.
- 23.5 In cases of excessive lockouts, it becomes a violation. If this is to occur, there will be a lock change and fine added to their student account.

24.0 Lamps/Lighting

Residents should report burnt out bulbs to their RA/CA/RD or the Office of Residence Life.

- 24.1 The use or possession of halogen lamps in the residence halls/apartments/Greek houses is strictly prohibited.
- 24.2 Black/colored light bulbs may not be used in university provided sockets.
- 24.3 Residents may not replace Housing issued light bulbs with higher wattage bulbs. Doing so may result in damage to the light socket, damage to the walls around the socket, and/or a fire hazard.
- 24.4 Hallway/Breezeway lights may not be removed or replaced with a different bulb.

24.5 UL approved Holiday lights may be hung in the Residence Halls, Apartments, and Greek Houses, but are to be plugged in only when the residents are home. Real/Live Christmas trees are not allowed in the Residence Halls, Apartments, or Greek Houses.

25.0 Littering

Students may not dispose of litter in any form on University grounds or facilities except in specified trash receptacles. This includes, but is not limited to, cigarette butts, paper, cans, bottles, etc. A \$25 trash charge will be assessed for each incident of littering.

26.0 Locks/Doors

26.1 Locks may not be tampered with in any way that interferes with the use of keys or prevents the locking/unlocking of doors.

26.2 Locks may not be added to any doors in the room/apartment, nor may they be changed or replaced.

26.3 Slide locks and chain locks are strictly prohibited.

26.4 Tampering with card scanners or using another's card to try to break in to a residence hall is strictly prohibited.

26.5 Please see page 16 of this handbook for information regarding lock-outs.

27.0 Offensive Odors

An offensive odor is ANY odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amount of dirty laundry. Residence hall staff will address offensive odors when complaints are received. Residents identified, as being responsible for the offensive odor, will be asked to eliminate the cause of the odor.

28.0 Parking

28.1 Residents with cars must register their vehicles with the University and display an appropriate vehicle decal.

28.2 Residents may not park in Fire Lanes or other restricted locations. Vehicles parked in these areas are subject to parking tickets and/or may be towed at the owner's expense.

28.3 Parking or driving on the grounds (grass, sidewalks, etc.) around the Housing facilities is prohibited.

29.0 Permitted & Prohibited Items

Appliances with open heating coils are prohibited as are deep fat fryers. Space heaters with exposed heating coils are not allowed. Students should unplug appliances after use. Be sure to use appliances in open areas free from

combustible items (i.e. paper, curtains, clothes, etc.). See *The Lair* for further information.

Permitted Items

Microwaves (<15 amps)
Refrigerators (up to 5 cu. Feet)
Iron (must bring ironing board)
Stereo (w/ headphones)
TV/VCR/DVD Player/Recorder
Coffee Makers
Hair Dryers
Game Systems/Consoles
Computers/Laptops
Desk Lamps
Crock Pots

Prohibited Items

George Foreman Grills
Electric Heaters
Halogen Lights/Lamps
Toaster or Toaster Ovens
Neon Lights
Microwaves (>15 amps)
Sun Lamps
Chest Freezers
Portable Dish/Clothes Washer
Charcoal or Gas Grills
Waterbeds

Permitted Items in Apartment & Greek House Kitchens

Sandwich Makers George Foreman Grills Toaster Ovens

Extension cords/Multi-Plug Adapters:

- Only UL approved three-prong grounded extension cords are permitted.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip is allowed per double outlet.

Rewiring of student rooms by non-university employees is not permitted. The Office of Residence Life nor the University is responsible for any damage to electrical equipment (computers, TVs, modems, phones, etc.) caused by power surges or lightning. We encourage residents to purchase renter's insurance if their belongings are not covered under their parent or guardian's homeowner's insurance.

30.0 Pranks

Pranks which result in disturbances or distress to others, or cause damage to University or personal property, are prohibited.

31.0 Projectiles

- 31.1 Throwing any object or trash from/toward windows, ledges, roofs, balconies, or within courtyards is prohibited.
- 31.2 The use of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons, or other related items is prohibited.

32.0 Propped Doors

Exterior doors must be kept closed and locked at all times. **Do not prop doors.** Propping doors will result in a \$50 charge. Residents of buildings or hallways with consistently propped doors may be disciplined as a group. Residents encountering an already propped door are responsible for un-propping and securing the door and the safety of the community.

33.0 Quiet/Courtesy Hours

In order to maintain the living/learning environments of our Residence Halls, Apartments, and Greek Houses an atmosphere conducive to study and sleep must exist. Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member **at any time**. During designated Quiet Hours, sounds from your room (TV, stereo, computer, conversations, etc.) should not be heard outside the room, and you must refrain from such activities as running, loud talking, yelling, etc. in the hallways and lounges, etc.. **During exam week, 24-hour quiet hours will be enforced.**

Quiet hours are 10:00 pm – 10:00 am; courtesy hours are 24 hours per day. 24-hour courtesy hours mean that you should be respectful of other residents' abilities to have an environment conducive to study and comfort.

- 33.1 Loud talking, music, or other disruptive activities in rooms/apartments, courtyards, balconies, lounges, stairwells, or lobby areas are prohibited.
- 33.2 Stereos, radios, TVs, and other sound systems should not be played so loudly that they are heard outside of the resident's room. TVs, stereos, and alarm clocks should be turned off before leaving the room.
- 33.3 Musical instruments should be practiced in designated university practice rooms.

34.0 Roof / Exterior Walls

University building roofs and exterior walls are considered restricted University property and are off limits to students. If something is lost on a roof contact the area office to have it recovered.

35.0 Smoking

Mercer University prohibits smoking in all campus buildings including the Residence Halls, Apartments, and Greek Houses.

- 35.1 Smoking is prohibited in all residence hall rooms, apartments, Greek houses and/or common areas. A minimum charge of \$50 will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.

- 35.2 Smoking is prohibited within fifteen feet of any Mercer owned or managed facility.
- 35.3 Residents who improperly dispose of cigarette butts will be charged a \$25 littering fee.

36.0 Stairwells

Stairwells, hallways, exit ramps, etc. should not be blocked at any time; this includes trash, boxes, bicycles, etc. Persons found loitering on/in the stairwells, hallways, exit ramps, etc. will be asked to move immediately. Stairwells, hallways, exit ramps, etc. doors may not be propped.

37.0 Street / Road Signs

Street/ Road signs are considered the property of the respective government agencies where located and any inappropriate taking or possession by unauthorized individuals may result in student discipline or legal action. Individuals possessing street/ road signs may be requested to provide proof of ownership.

38.0 Swimming Pool Rules – Plunkett Hall

The swimming pool at Plunkett Hall is for Mercer students, faculty, staff and their guests only. Misuse of the pool will result in its closure for a period of time to be determined by the Department of Recreational Sports and Wellness.

- 38.1 Swimming pool hours are determined based on the weather and the availability of lifeguard staff.
- 38.2 Students should not horse-play in or around the swimming pool.
- 38.3 Glass/Bottles are prohibited in and around the swimming pool area.
- 38.4 Residents are required to abide by posted rules.
- 38.5 Guests must be escorted at all times.
- 38.6 Appropriate swimwear is required.
- 38.7 After the set hours for the pool, the pool is no longer available for use.

39.0 Theft/Unauthorized Use of Property or Services

- 39.1 Theft and/or possession of stolen property, including but not limited to, government issued street signs, safety cones, and hazard barriers is prohibited.
- 39.2 Any student who takes University property for personal use will be referred to the University Police and appropriate judicial action will be taken.
- 39.3 Taking furniture from a common area of any University building may subject the individual to fees associated with the recovery of the furniture and/or student discipline.

40.0 Trespassing

- 40.1 Individuals who are not authorized, licensed, or invited to enter Housing facilities are subject to arrest for trespassing if they fail to leave after being directed to do so.
- 40.2 Individuals soliciting are considered to be trespassing.
- 40.3 Knowingly hosting an individual who has been issued a trespass notice is prohibited.

41.0 Vandalism/Damages

- 41.1 The destruction, defacement, damage, or misuse of university or private property is strictly prohibited. This includes common area damage. Actions of this nature will result in disciplinary action and restitution by the responsible party or through collective liability.
- 41.2 Upon noticing a maintenance concern in a room/apartment/Greek house, it is the responsibility of the resident(s) to report the concern to their RA, RD, or the Office of Residence Life in order to initiate a Maintenance Work Request immediately. ***Failure to report a maintenance concern that results in unnecessary damage will be considered vandalism.***

42.0 Visitation/Guest Policy

- 42.1 Residents may have members of the opposite sex visit them in their residence hall room, apartment, or Greek house during visitation hours which are as follows:
 - Sunday—Thursday: 10:00 a.m.—12:00 a.m./midnight
 - Friday & Saturday: 10:00 a.m.—2:00 a.m.
- 42.2 Guests are not allowed to visit any resident after hours, this includes the lobby, living room, or common areas.
- 42.3 At any time, disruptive guests may be asked to leave the building. Failure to do so will result in disciplinary action and the possible issuance of a trespass notice.
- 42.4 Entrance into the residence halls/apartments is granted only to the residents of that building. Entrance to Greek Houses is granted to residents and authorized members of the organizations.
- 42.5 Guests are to be met at the door by the resident they are visiting. Guests are to be escorted at all times (including to the appropriate bathroom), so that they are clearly identifiable as that particular resident's guest. Guests may not be left alone in a student room and/or common area.
- 42.6 Guests are expected to abide by the same rules and regulations as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, and the guest may be asked to leave.

- 42.7 All overnight guests must be of the same sex as the resident. Guests' visits may not exceed 48 hours in any 30-day period.
- 42.8 You and your roommate(s) must agree to all visitations.

43.0 Weapons

- 43.1 The display, possession, use and/or intent to use weapons (including guns, BB guns, pellet guns, water guns, cross bows, brass knuckles, sling shots, knives, martial arts weapons, etc.), fireworks, or explosive devices are strictly prohibited on campus and/or in any University-arranged housing facility.
- 43.2 Ammunition may not be stored in rooms/apartments.

44.0 Windows/Screens

- 44.1 Windows may not be used as an entrance or exit to rooms/apartments (the only exception is in the case of a fire or emergency).
- 44.2 Signs, pictures, banners, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the unit in time of emergency. This is to ensure the health and safety of students and rescue personnel.
- 44.3 The removal or vandalism of window screens is prohibited. There may be up to a \$50 charge for removing a window screen. Replacement of damaged or missing screens will be an additional expense of the resident.
- 44.4 Defenestration - nothing at all should be propelled, thrown, or dropped out of the window at any time or for any reason.
- 44.5 Any attachments outside room windows must be approved in advance by the Director or Residence Life.

45.0 Unauthorized Room Changes

- 45.1 Residents may change rooms **only** after **approval** by a Residence Life Coordinator/ Residence Life Administrator. Unauthorized room changes may result in a \$50 fine and/ or disciplinary action.

46.0 Unauthorized use of Vacancies

- 46.1 Residents spreading out to occupy more than one space are subject to fines and disciplinary action.

***All fees/fines are subject to change.**

Terms & Definitions

Residence Hall—These are the buildings, which house traditional- and suite-style University rooms: Plunkett, MEP, Roberts, Shorter, Sherwood, and Mercer Halls are all examples of residence halls.

Apartments—These are buildings and rooms that have kitchens and bathrooms in each unit.

Greek Houses/Village—These are houses, which are used by Greek-lettered organizations to house their members.

Residence Life Staff—Students or professional individuals who are employed by the Office of Housing and Residence Life. The staff includes the individuals listed on pages 6, 7, & 38 of this handbook. This list also includes other professionals who may be acting as the staff member on call.

Fines/Charges—Expenses charged to students' accounts for services or behaviors contrary to housing policies listed in this handbook.

Commonly Used Acronyms

RCR/ACR—Room Condition Report and Apartment Condition Report are forms that inventory the condition of each University Housing space. Residents sign and are accountable for the condition of their rooms.

RA—Resident Assistant: see page 7 for details.

RD—Resident Director: see page 7 for details.

CA—Community Assistant: see page 7 for details.

RLC—Residence Life Coordinator: see page 6 for details.

ORL/Res. Life/Housing/etc.—The Office of Housing and Residence Life located on the 3rd floor of Connell Student Center.

Contact Information

Central Office Staff
Connell Student Center 3rd Floor
301-2687

Jeff Takac, Director
Kathy Daley, Associate Director
Jessie Guilliot, Assistant Director
Diana “Dee Dee” Long, Housing Assistant
Sandy Morgan, Housing Coordinator

Residence Life Coordinators

Ben Wicker

Plunkett, Roberts, Sherwood, and Mercer Halls
Apts. 1821, 1883, 1884, 1892, 1923, 1934, 1962, 1975
Off Campus Apartments

Jessica Merriman

MEP (Boone, Dowell, & Porter) and Shorter Halls
Apts. 1503, 1708, 1711, 1750, 1751, 1794, 1810, 1860
Greek Village

Area Office Locations

MEP Complex	1st Floor - Porter Hall
Plunkett Hall	Main Building Lobby
Roberts Hall	1st Floor - Room #10
Shorter Hall	Main Building Lobby
Sherwood Hall	Main Building Lobby
Mercer Hall	2nd Floor - At Elevator
Garden/Adams/Winship	1503 Laundry Room

Edited 9/18/2007

Who should I call if I have a question about...

- **Maintenance Issue**—Call the Office of Residence Life at ext. 2687 with the specific information on what needs to be fixed.
- **Phone/Voicemail Problems**—Call the Telecommunications Office at ext. 2100
- **Cable Problems**—Call Auxiliary Services at ext. 2741.
- **Internet Problems**—Call Technology Support at ext. 2922.
- **Laundry Issues**—Call Auxiliary Services at ext. 2741.
- **My Bill/Account Holds**—Call Mercer One at ext. 1111
- **Lock Outs/Lost Keys**—On weekdays from 8:30 a.m. – 5:00 p.m. come to the Office of Residence Life on the 3rd floor of Connell. After 5:00 p.m. and on weekends contact your RA or your building RA on duty to let you in. There is a \$10 charge for lock outs and \$40 charge per key for lost keys.
- **Lost Bear Card**—On weekdays from 8:30 a.m. – 5:00 p.m. visit the Auxiliary Services building to have a new card made. After 5:00 p.m. and on weekends go to Mercer Police to get a temporary card.
- **Bug Problems**—Call the Office of Residence Life at ext. 2687.
- **Emergencies**—Call Mercer Police at ext. 2970, 4357, or 2911.
- **Noise Complaints**—You should first try to ask the individual yourself. If that does not work contact your RA or the RA on duty in your building/area.
- **Room Changes**—Talk to your RA about getting a room change.
- **Checking Out of My Room**—You should speak to your RA about the check out process.
- **University Center**—Call the University Center at ext. 5150.
- **Campus Events & Activities**—Call Campus Life at ext. 2868.

Mercer University
Office of Housing & Residence Life

1400 Coleman Avenue

Macon, GA 31207

(478) 301-2687 – office

(478) 301-2238 – fax

<http://www2.mercer.edu/Housing/Macon/default.htm>