

**Old Dominion University
Office of Housing and Residence Life**

**Policy Handbook
for Campus Living
2008 - 2009**

MISSION AND STAFFING

Housing and Residence Life Office

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MISSION STATEMENT

Our mission is to provide a student-centered, caring community that appropriately challenges residents to develop to their full potential by supporting their educational growth and personal development while focused on supporting the academic mission of the University.

Our office strives to foster a secure, diverse and engaging residential environment where community members are afforded the opportunity to share in intellectual exchanges and broaden personal development in a comfortable environment.

By providing different living options, for first-year to senior we promote personal growth and development of by providing opportunities to expand their understanding of themselves and their world with a sense of cultural competence and awareness of their impact on the greater, global society.

Values Statement

We value:

- Safe and secure living environments
- Well-maintained facilities
- Opportunities for learning, personal growth and development
- Respect for and dignity of the individual
- Responsible behavior
- Diversity
- Inclusive Communities
- Assessment and continuous improvement
- Staff committed to providing an exceptional ethic of care

Program Goals

We believe in working together to enhance student life. The Office of Housing and Residence Life's Program Goals:

To facilitate the creation of a strong community in the residence halls

To support independence and growth in an atmosphere of personal responsibility and safety

To enhance academic and intellectual development

To promote leadership and interpersonal skill development

To encourage awareness and understanding of individual, cultural and lifestyle differences and an increased appreciation for diversity

To provide information concerning campus and community resources

To encourage a sustainable lifestyle

To provide opportunities for social interaction and fun

Introduction to Campus Living

SHARED RESPONSIBILITY

Living in campus housing provides students with the opportunity to live together and form both large and small communities. In the residence halls, you will encounter people with a wide variety of backgrounds, lifestyles, and values. The type of community that develops from this diverse population will reflect a level of commitment that you and the other members of the community make to one another. Sharing a living area with other students carries certain responsibilities and behavioral expectations. A harmonious living environment requires that the community be based upon mutual respect and consideration. It is your responsibility as a member of the campus community to be sensitive to the needs of others and to think about how your actions might affect other individuals before you act. All students are responsible for conducting themselves in a manner that enhances the ODU environment of learning where the rights, dignity, worth, and freedom of each community member is to be respected.

We expect all community members to respect differences and encourage them to take advantage of the unique learning experiences that a shared environment brings. Responsible citizenship is the key to harmony in a residential community. Take the time to get involved. Get to know those around you who are different from you as well as those who are like you. Your heritage, background, cultural, and religious values contribute to the person that you are; thus slandering or abusing another's race, culture, sexual orientation, or religion is an offensive act that cannot be tolerated in a shared community. As a responsible member of the Old Dominion University community, you should set a positive example for others; speak out against negative behaviors, help mediate explosive situations, and support the community.

As a member of this community, by signing the Housing Agreement, you agree to behave with proper regard and mutual respect for other students, residents, guests, resident assistants, custodians, facilities staff, other university personnel, residence hall neighbors and their respective property. You further agree, while residing in the residence halls/apartments, not to engage in conduct prohibited by the Code of Student Conduct and this Policy Handbook for Residential Living or other rules of ODU. We will address the policies in another section.

Student Living Focus

First-Year Living

First Year Halls provide a dynamic living learning environment with enhanced staff to resident ratios and resources to support students in their transition to college life at Old Dominion. The First Year Halls are designed to meet the needs of freshman students. The focus of this area is to assist students to make a smooth transition to the university community. Some of the goals of this living environment include:

- Providing opportunities for informal out-of-class contact between faculty and new students;
- Provide meaningful involvement and leadership opportunities for new students;
- Provide social and educational programs which help students fulfill academic and developmental competencies;
- Help students develop interpersonal skills and competencies by promoting positive interactions between roommates and other residential community members;
- Allow students to develop a tolerance and appreciation of individual, cultural, and racial differences;
- Develop a strong sense of community and support for new students within individual living units;
- Educate and heighten sensitivity toward personal safety and security issues among new students;
- Work to create an understanding of the ethos that the university is an interactive community of scholars. (Zeller, W.J., Fidler, D.S., Barefoot, B.O. (1996). Residence life programs and the first-year experience. *Association of College and University Housing Officers- International & National Resource Center for The Freshman Year Experience & Students in Transition University of South Carolina, Monograph Series (5), vii-viii.*

Gresham Complex (Gresham Main and Gresham East), Rogers Complex (Rogers Main and Rogers East), The Inn, Scotland House, and Whitehurst make up the first-year student living focus.

****Learning Outcomes: First-Year Students***

- Cognitive complexity
- Knowledge acquisition, integration and application

Sophomore Living

This living option provides the specific needs of those students in their second year of college. These students are particularly challenged and research shows these students experience a crisis of meaning and purpose. There are four particular areas shown to be of most importance during the sophomore year and these include:

- Achieving Competence—the confidence one has in one’s ability to cope with what comes and to achieve successfully what one sets out to do.
- Developing Autonomy—as competence develops, the individual disengages from parents and simultaneously the student recognizes the importance of others. The student confronts the paradox of personal independence and interdependence.
- Establishing Identity—Ability to develop a sense of self by clarifying physical needs, characteristics, and personal appearance.
- Developing Purpose—a search for direction and commitment. This area encompasses not only the choice of a vocation, but also life goals, lifestyle choices, and recreational interests (Lemons & Richmond, 1987).

Ireland House, Virginia House, Powhatan, and the Foundation House make up the sophomore living focus. While some sophomores do live in University Village, the management model of the building is set up to support students who can manage an independent living lifestyle.

****Learning Outcomes for Sophomore Living:***

- Humanitarianism
- Civic Engagement
- Interpersonal and intrapersonal competence
- Practical competence
- Persistence and academic achievement

Independent Living

Our Apartment-style living options are a change from the traditional-style residence halls that houses over 900 students. Housing and Residence Life is interested in providing our students with progressive living options that develops our student’s skills in successfully living in an apartment whether that is after their junior year or once they graduate from college. Our goal is to provide the needed support and opportunities to learn different life skills throughout their experience of living on-campus. Students start in a traditional hall as a first-year student; during their sophomore and junior year’s progress to the next phase of living style in Powhatan—a step between the traditional halls and an apartment-style living environment and may culminate their experience by living in University Village Apartments or Nusbaum Apartments.

Upper-class students that seek the independence of apartment-style living in close proximity to campus life are eligible to live in University Village and Nusbaum Apartments. These communities are designed to offer upper-class students the security, privacy and comforts of apartment living combined with all the amenities the University incorporates into all of its housing options. It is a vital link to the campus' existing residential complexes. It is the chance for our students to have a place that feels like their own. The University Village management model is similar to a traditional apartment complex off-campus. The skills vital to living successfully in an apartment whether it is on or off campus includes good communication skills; good negotiation skills; good conflict resolution skills; and good collaboration skills.

Learning Outcomes for Independent Living

- Knowledge acquisition, integration, and application
- Humanitarianism
- Civic Engagement
- Interpersonal and intrapersonal competence
- Practical Competence
- Persistence and academic achievement

Communication

Our primary means of communication with you is through your ODU email address. It is vital that you check this address on a regular basis and keep track of the information as it is your responsibility to be sure that you are managing processes, procedures and deadlines appropriately. If you receive an email from Housing and Residence Life, read it. Don't delete it!

Housing and Residence Life Staff

WORKING TOGETHER TO ENHANCE STUDENT LIFE

The housing and residence life program is a vital component of student life at the University. The entire staff of the Office of Housing and Residence Life is here to assist you. Our residents are supported and assisted by numerous professional and paraprofessional staff members, most of whom live in the residence halls. We are here to help shape a comfortable living environment. Our staff is made up of an eager and talented group of people who are dedicated to making your residence life experience a rewarding one. Following is a brief description of the roles and responsibilities of the

Desk Receptionists (DR)

The front desks of each residential facility are staffed with Desk Receptionists (DR). These positions are held by students who have been selected and trained to assist you with many of your residential needs. Desk receptionists will help you checking out hall equipment, signing for loaner keys, and reporting facility problems including those with laundry and vending equipment. The DR also provides information and security services for your residence including, but not limited to, monitoring visitation and the checking of in and out guests. The DR's are supervised by the Assistant Residence Hall Director (ARHD) for their area.

Resident Assistants (RA)

One of the first staff members you will meet on campus—and the backbone of the Housing and Residence Life program at Old Dominion University-- is that of the Resident Assistant (RA). Each of the traditional residence hall floors and Powhatan have Resident Assistants assigned to live there. The 80 RAs on campus are carefully selected and trained undergraduates who have been chosen for their commitment to helping and advising a group of their peers. Each RA is trained in assisting residents and/or referring students with academic and personal concerns to the appropriate person. The job of the RA combines many roles: activities organizer, resource person, counselor, administrator, residence educator, community leader, disciplinarian, adviser, and friend. RAs are trained to assist the living unit to develop into a cohesive community. As a residence educator, the RA assists residents in planning, organizing, and coordinating a variety of activities and educational programs designed to provide a positive, fun, and educational environment in the residence halls. Because RAs are students with full academic schedules, they need the cooperation of residents to develop a positive hall atmosphere. The RA's are supervised by Residence Hall Director of their facility.

As a community leader, the role of the RA is not to police the residence halls but build a sense of community; respond to incidents and issues that create problems and challenges for the community; to ensure that University policies, regulations and community standards are upheld within the residence halls; and to assist residents in responding to conflicts, personal issues and disagreements that might arise within individual communities on campus.

Graduate Assistants

The Graduate Assistant (GA) is a graduate student who manages a variety of responsibilities under the direction of the Residence Hall Director (RHD). One of their key responsibilities is the hiring, training, and supervision of the Front Desk staff. GA's may also be involved with hall governance, program planning, personal and academic counseling and student conduct issues.

Residence Hall Directors (RHD)

The Residence Hall Director (RHD) for each facility is a full-time professional staff member who lives in an on-campus apartment within their residential area. These individuals are the university's front-line staff members who handle all aspects of the student residential experience. RHDs may be responsible for one or two buildings in addition to supervising the GA's and the RA's, and DR's within this area. RHD's work directly with students on a wide variety of concerns and issues governing student life in the residence halls. The RHD's promote community development within the residence halls through staff supervision, student development activities, program offerings, personal counseling, and referrals for outside assistance, behavioral interventions, and student conduct resolution.

Area Coordinators (AC)

The Area Coordinator (AC) is a full-time professional staff member of the Office of Housing and Residence Life within the Division of Student Affairs. These staff members are administratively responsible for a residential area of 1000 to 1750 students. The AC oversees the residence life and housing functions of their assigned area. The AC serves as the primary communication line between staff and students and the Office of Housing and Residence Life. The AC reports directly to the Associate Director of Residence Life.

Central Office

The overall administration of the residence hall program is the responsibility of the Office of Housing and Residence Life. The Office of Housing and Residence Life is located on the first floor of Virginia House. The office manages all business and accounting functions, room assignments, routine and major maintenance, and custodial tasks for the residence hall system, as well as concerns related to the Housing Agreement. Additionally, the Office of Housing and Residence Life is responsible for selecting and training the residence hall staff, developing social and educational activities, adjudicating student conduct, and developing residence life policies and procedures.

Residence Hall Office Hours

There is a resident assistant (RA) on duty in each building/area every night of the week (7 p.m. to 8 a.m.). The RA on duty is available to assist students, parents, and visitors in any way possible. Should you need assistance in the evening hours, please go by the front desk in your building/area to see who is on duty. Should you need assistance during the day, please feel free to stop at the front desk for assistance or any RA, GA or Residence Hall Director (RHD) available in the building/area.

Living Options

A wide range of housing alternatives are offered on-campus which are designed to provide you with variety and freedom of choice about where and how to live. A brief description of each living option is provided below.

Coeducational Housing

The majority of student housing at ODU is designed to be coeducational-by-suite. In this housing option, this primary arrangement has men and women living in alternating suites on the same floor.

All Academic Year Option

This option offers the convenience of remaining in the residence halls during university holidays and breaks. All academic year housing allows students who arrive in August to remain in their room without interruption until the end of the academic year. This is an excellent option for students whose homes are a great distance from campus or whose employment requires them to remain in Norfolk over breaks during the academic year. All academic year housing is only offered in Whitehurst, Powhatan; University Village, and Nusbaum.

Scholars Housing

Students who have been accepted into the Honors College may request to live in **Virginia House** with other academically-focused students. Living in Virginia House provides the opportunity to interact with others who share common academic goals and interests, to form study groups, and develop long lasting friendships. Limited space for incoming freshmen is provided in Virginia House as 25 percent of the building is available to this program while 75 percent of the building is designated for returning students. All students living in Virginia House MUST maintain a 3.0 cumulative GPA at all times or they will be asked to move to another building.



Graduate Student Housing

The university does not provide dedicated graduate student housing or family housing options; however, many graduate students choose to live in Powhatan, University Village (UV), or Nusbaum of which UV and Nusbaum are apartment-style facilities. These residences offer single or double or occupancy options.

Sophomore Living

Powhatan Village consists of two-bedroom apartments with full kitchens which are shared by four students. Residents of Powhatan sign a ten-month housing agreement which allows them to move into the apartments starting August 1st and live continuously in the apartments ending May 31, 2009.

Ireland House and Virginia House are also part of the Sophomore living program and have an academic-year agreement period starting August 20, 2008 and ending May...2009.

Independent Living

Nusbaum Apartments consist of one and two-bedroom apartments with full kitchens and operate on the same ten-month housing agreement from August 1, 2008 to May 31, 2009.

University Village Apartments consist of one, two, and four-bedroom apartments with all private one-person bedrooms. The Village operates under two different leasing periods. Each year, two buildings are designated as ten month living options while the remaining buildings are offered under an 11 ½ month Housing Agreement. All university operated apartments are generally reserved for upper-level and graduate students. Currently, UV buildings 1 & 2 will be short-term agreement periods for the 2008 – 2009 year starting August 1, 2008 and ending May 31, 2009. Please refer to the schedule for building renovations.

Buildings 3 – 10 of University Village have a long-term agreement and start August 15, 2008 and ends July 31, 2009. It is important to note that students having the long-term agreement are responsible for the fees associated with summer even if you are not living in your apartment. Also, the fees associated with the long-term agreement are charged according to academic cycles, such as fall semester, spring semester and summer school.



Housing Agreement

The purpose of the Housing Agreement is to establish the contractual arrangement between the student and Old Dominion University with regards to the terms and conditions of occupancy in university housing. The execution of the Housing Agreement represents acceptance of the terms and conditions included on that form. It is your responsibility to read, understand, and abide by the terms of this agreement. Students are advised to be aware that **the Housing Agreement is a binding legal agreement between the student and the institution.** Old Dominion University takes this agreement seriously and expects all students to adhere to terms and conditions to which they have agreed. In addition, it is your responsibility to be familiar with the contents of this handbook, as it is a part of the Housing Agreement. If you have questions related to information contained in the Student Housing Agreement, please speak with your Residence Hall Director (RHD); your Area Coordinator (AC). The Housing Agreement is available at the following website:

http://studentaffairs.odu.edu/housing/forms/2008_2009/HousingAgreement0809.pdf



Procedures

For many students, living in the residence halls is their first exposure to new obligations and responsibilities associated with living away from home. This section is intended to guide you through all the necessary information you will need to know in order to comply with the terms and conditions of your Housing Agreement. This includes information about payments, fees, requests for room changes, maintaining eligibility, and application procedures for returning students. We are ready to assist you if at any time you have additional questions related to these procedures.

Fees To Know About		
	Amount	About the fee
Improper room change fee	\$25	When student fails to follow procedures related to room assignment, checking in, checking-out; room changes, etc.
Lock change fee	\$75	Lost or misplaced room key; per lock change
Loaner key checkout	\$5	Key charge if needing a loaner key (first two are free)
Improper checkout fee	\$25	You do not comply with the moving-out obligations by the specified deadlines and/or procedures
Tampering with fire/safety equipment	\$200	Purposely tampering with fire extinguisher, sprinkler heads, smoke alarm, heat sensor, etc.
Negligent Alarm	\$50	Negligent to making the alarm go off (i.e. cooking)
Fire Alarm Evacuation	\$50	First time failure to evacuate during alarm
Fire Alarm Evacuation	\$75	Second time failure to evacuate during fire alarm
Deliberately setting off a fire alarm	\$500	Repayment of all costs associated with this violation
Tampering with a window or security screen	\$50	If caught tampering with a window or security screen other than in an emergency situation
Fire Safety Violations	\$75	Non-approved extension cords, non-approved appliances, blocking sprinkler heads
Burning candles or smoking in residence hall building	\$100	Caught burning candles or smoking in a residence hall/apartment building
Possession of candles or incense	\$75	First time found to have in your possession candles or incense
Propping a residence hall/apartment complex door	\$75	First time a student is caught propping a residence hall/apartment complex door
Propping a residence hall/apartment complex door	\$150	Second time a student is caught propping a residence hall/apartment complex door

Room Assignment Information

The university's acceptance of the Housing Agreement and pre-payment does not guarantee a specific room assignment. Room assignments are primarily based on the date of application and the personal data listed on the agreement. First-year students are assigned on a first-come, first-served basis. There is limited space for new transfer students and these rooms are assigned on a first-come, first-served basis as well.

Some students may be placed in temporary assignments at the beginning of the academic year. All students involved in a temporary housing situation will be notified. Students will be moved to permanent assignments as soon as possible, generally by the end of the sixth week of classes.

Assignments

Room assignments are made employing two different methodologies – one for new students and one for returning students. New students are defined as any student who has yet to earn a grade point average at ODU. Therefore, first-year students and new transfer students will have their housing assignment determined by the new student process.

New Student Process

New students are primarily assigned based on the date upon which the Office of Housing and Residence Life receives that student's application for housing with the required pre-payment. The process includes completing room/building preferences; a life-style questionnaire and meal plan selection. New students may request building and roommate preferences at the same time. Every effort will be made to honor your assignment preference; however, if your assignment does not match what you requested it is because the demand for a particular room type, suite type or special living environment exceeded the availability. In which case by the time your priority date was reached, your requested preference was filled. If your request for a particular person was not fulfilled, most likely your preferences did not match. Also, requesting a roommate may change your priority date. Room assignments are very complex because of the many factors involved with the allocation process. By spring of 2009, the application and agreement process will be on-line.

Returning Student Process

Returning students are eligible to request a specific room assignment each spring prior to the assignment of new students into the housing system. Priority for room selection is determined through a weighted point system that considers academic achievement, student involvement, student conduct, and class rank. In addition, the weighted point system provides consideration for students whose permanent address is outside of what is considered outside of a reasonable community distance.

Return Student Housing Process

The Housing Return Student Housing process is a strategy which will be used, with the preparation for the fall 2009 room assignment process, to allow current students to select their room assignments. Participation in the housing room selection process is optional, but it has the advantage of allowing students to not only select their own room, based on a priority system, but their own roommate as well.

The system, or the "matrix," which determines the points assigned to each student is based on a belief that the best students (students demonstrating a commitment to the institution by being involved; attaining good grades; and appropriate personal management) should be given

special consideration in the housing assignment process. This is exhibited, or manifested, through evidence of a student's cumulative earned grade point average, campus involvement, and community behaviors.

Students who are in the early parts of their academic careers have a greater need for the structure and support provided in on-campus communities. Therefore, freshmen receive more consideration than sophomores; sophomores more than juniors; and juniors more than seniors and graduate students in the return student housing process.

Appropriate behaviors that enhance the ODU campus community should be rewarded to provide a greater likelihood that involved students live within one of the residential communities. Students with approved, registered involvement will receive bonus points in this process providing them with enhanced opportunities to remain on-campus.

Students who live outside of "reasonable commuting" (the University has defined reasonable to be within one hour driving distance for the Hampton Roads area equating to approximately a 30 mile radius-give-or-take a tunnel) distance from campus also receive additional consideration in the room selection process. Students with zip codes outside of the defined commuting area received a 25 point bonus in the calculation of a student's point total during the 2008-2009 process. The process for 2009 – 2010 is under discussion; however, the matrix remains the same at this time.

Those students who have been found responsible for student conduct violations within the campus community will have points deducted from their point total. If a student is referred to the formal university judicial system and found responsible for violating university policy, there will be a loss of 50 points in the calculation of that student's point total.

The return student housing process helps ODU students avoid the long lines which are associated with a "first come, first-served" housing sign-up process. Additionally, if requests for housing greatly exceed the number of available spaces, the room selection process provides a fair method for determining which students may remain on-campus.

Room Changes

Students may request room changes beginning around the third week of each semester. The dates and times for room changes will be widely advertised once the semester begins. Students interested in a room change may do so by completing a room change form available through the Residence Hall Director and/or Graduate Assistant (GA) of your building. These requests are granted based on availability, the time and date the requests are received, and the type of request (room change, hall transfer, or room buy-out). Everyone MUST stay in his/her assigned room for the first two weeks of each semester. After that time, room changes are allowed during a SPECIFIED TIME of open room change with the Approval of the RHD/GA. Under no circumstances will room changes be made based on racial or ethnic differences at any point during the academic year. After the room change period ends, changes may be approved by the RHD/GA if there are extenuating circumstances. It is

important to remember that successful roommates communicate compromise and consider each other's feelings.

Students who change rooms without following the proper room change procedure will be required to move back to their original room assignment. The student may also be assessed a **\$25** administrative fee per day for improper room change.

Students desiring a room change may fill out an online request available via the Housing and Residence Life website. The online request form will be available for a specified period of time.

Before you change rooms you must receive written authorization from your Residence Hall Director (RHD) or your Graduate Assistant (GA). When a room change is authorized and you have signed for the keys to your new room, you will have 48 hours to complete your room change, including vacating the old room, arranging to have your room inspected by your RA and returning your completed Room Condition Report and keys to your hall's front desk. If you fail to complete the authorized room change within the 48 hours, or do not follow the proper procedures for completing this change, your student account will be assessed a **\$25** improper checkout fee and you will be charged the room rate for both rooms until the keys to your old room are turned in at your hall's front desk. If your keys are not returned within the 48-hour period, your student account may be charged **\$75** for a lock change.

A room change made without written authorization constitutes occupation of more than one room; therefore, your student account will be assessed a **\$25** improper room change fee and the room rate for both rooms until you have returned the keys for your vacated room to the hall's front desk. In addition, you may be required to move back to your assigned room.

Consolidation

At the beginning of each semester, students who do not have a roommate due to cancellation or withdrawal will be assigned another roommate or the student may be asked to consolidate by moving to another room. Consolidation is used at the discretion of the Office of Housing and Residence Life. Students without roommates should maintain their room in preparation of receiving a new roommate and be sure it is easily discernible what space is available to that person.

When faced with consolidation, you may be offered two opportunities. You may either (a) pay an additional fee to guarantee that your room remains a single throughout the remainder of the semester or (b) move into a different room with another roommate. Should you choose not to pay for a single room, you will be required to relocate or accept another roommate as determined by the Office of Housing and Residence Life.

Withdrawal

If a student elects to withdraw from campus housing, a withdrawal form must be completed at the front desk. Since the Housing Agreement encompasses the entire academic year, cancellation charges will be assessed consistent with the terms of the Housing Agreement.

Withdrawal procedures are available at the front desk or can be accessed via the OHRL website. Failure to complete the proper withdrawal procedures will result in a **\$25** improper check-out charge.

Moving Out

A detailed explanation of how to properly move out of your residence hall/apartment is available on the Housing and Residence Life website.

Eviction

The University reserves the right to cancel the Housing Agreement and/or authorize, change or deny roommate changes and room assignments in the interest of health, discipline, and administrative expediency or as considered necessary and in so doing, require a student to vacate the room or to move from one room or residential building to another.

The resident may not sublease or rent a room space or permit another person to share a private room. Failure to comply with the obligations of the Housing Agreement may be cause for cancellation of your Agreement.

Abandoned Rooms (No Shows)

If a resident's room/space appears to be empty of possessions but keys have not been returned, the resident's room/space may be presumed abandoned. Students will be notified by placing an abandonment letter on the room door for five days after which Housing and Residence Life staff will take possession of the room/space.

If you abandon your room, you will be charged a lock change fee, moving and handling fee, possible storage fee for your remaining belongings and applicable cleaning or repair fess, in addition to any room payment owed.

Holiday and Semester Break Closings

Rogers Complex and Gresham Complex, Ireland House, Virginia House, Scotland House and The Inn will be closed during the Thanksgiving break, semester break, and spring break. Arrangements cannot be made to remain in the residence hall during these periods.

Powhatan, University Village, Nusbaum Apartments, and Whitehurst Hall will remain open during these periods. However, these residents are encouraged not to remain in housing during these times because front desk and mail services may not be available. Furthermore, during the holiday periods, quiet hours are in effect. No guests are allowed during break periods.

About Your Room

For the next year, your residence hall room or apartment will be your “home away from home.” Some people will share this space with one other student while others may live alone. No matter with whom you live, or what you bring to campus, this space will be extremely important to you and your success at Old Dominion University.

Your room may be a place to study, contemplate your thoughts and find refuge, or share conversation and popcorn with friends. What you bring to campus will help define how you will live and enjoy the limited space which you have available. It is important to carefully think through the many issues surrounding setting up your room before coming to campus in the fall. While residence hall living is much more than space within a room, being comfortable in the space you control will be important to your success and happiness.

Furnishings

A bed, dresser, study desk, chair, and closet/wardrobe are provided for each resident. Window treatments are provided in every student room and apartment. Each room has an active telephone line; however, telephone instruments are not provided by the university. Students are responsible for providing their own telephone. Rogers Complex, Gresham Complex, The Inn, Powhatan, University Village, Whitehurst, Ireland House, Virginia House, Scotland House are wired for cable TV and Ethernet access to the campus wide data and entertainment network. Powhatan and University Village have the cable TV connection located in the living room.

Nusbaum apartments do not include Internet access or cable television. Residents are responsible for contacting outside vendors and paying any costs associated with these services. Students living in Nusbaum access front desk resources at the University Village Leasing Office.

Residents living in Nusbaum Apartments are *not* required to be on a meal plan. If you would like to purchase a meal plan, visit Monarch Dining for an explanation of all meal plans. The Monarch Dining website is: <http://www.campusdish.com/en-US/CSMA/OldDominion/ContactUs/>

Rogers Complex, Gresham Complex, The Inn, Powhatan, University Village, Whitehurst, Ireland House, Virginia House, and Scotland House offer wireless access to the internet.

University Village and Powhatan have a common living and dining area as well as a kitchenette. The living areas are furnished although many residents add items to those which the university provides. The kitchenette has large appliances (stove/oven and refrigerator). These areas are carpeted in the bedrooms and the living area; the kitchen is tiled. Window treatments are provided.

Students are responsible for the furniture in their rooms; therefore, students should keep the furniture assigned to them in their rooms. Using furniture from the floor lounges, laundry rooms, or other common areas for a student room is not permitted and may result in a fine. In addition, university-owned furniture is not allowed outside of the residence hall or apartment building. Residents who move their furniture may be charged for repairing/replacing the furniture in addition to being assessed a fine.

Lofts and Bunk Beds

The Office of Housing and Residence Life does not permit students to bring or construct lofts within the residence halls and apartments. All double rooms come furnished with beds which may be positioned at a variety of levels; captains height; bunked or “lofted” should the residents of that room desire to live in this manner. Bunk beds do not come furnished with ladders as the bed ends of each bed serve this purpose.

Room Decorations

Your room will be your home for the next nine to twelve months. Decorations can add immensely to the comfort of a room and make it more attractive and homelike. Keep in mind, when decorating, that students are responsible for maintaining the condition of their rooms. Most of the room furnishings are moveable to allow arrangement of the room for personal satisfaction. Furniture should not be taken apart or stacked nor should closet doors be removed. The Office of Housing and Residence Life has no capacity to store any items, so everything you bring must fit into your room. When deciding to decorate your room, you and your roommate(s) will be charged for any damage which is caused as a result of room decoration. It is imperative for you to plan carefully so that you may avoid any expense at move out.

As alcohol is the number one inhibitor of academic success for students on all college campuses, Old Dominion University does not permit bottle or can collections, or other monuments to alcohol consumption in student residences. The presence of empty alcohol containers in a student’s residence leads to a rebuttable presumption that the student(s) found in possession of such containers possessed and/or consumed the original container’s contents. Accordingly, if empty bottles or cans are found in a student residence, the student will be asked to remove the collection from his or her room and may face fines as related to 1st or 2nd time alcohol violations fines and/or conduct referrals.

Room Condition Report (RCR)

It is your responsibility to inspect your room and existing conditions must be listed on a Room Condition Report (RCR). Residents living in the traditional halls, including Powhatan must complete their RCR and return it within 30 minutes of check in. Residents of University Village have 24 hours to return their RCR. Failure to complete and return the form will result in the assumption that the room condition was pristine and all damages noted on the RCR by the staff will be your responsibility. When you checkout, the condition of your room will be compared with the information that you noted on your RCR at the time of check-in. You are

expected to return your room to its original, opening condition or to pay damages for deficiencies that are present (beyond normal wear and tear) at checkout.

Since you are responsible for the condition of your room, common area, apartment, or house and its furnishings, it is most important that you tell appropriate staff about damages or discrepancies at the time of their occurrence. Make sure that changes are noted on your RCR. This is particularly important when you feel that the damage or discrepancy is not your responsibility. When you vacate, the housing staff will use the form to determine if there are additional damages or missing items from your room. Any damages not declared on the form will be your responsibility and will be charged to you when you vacate. Your Resident Assistant will contact you to review and sign the RCR shortly after your arrival.

Room Cleaning

Residents are expected to keep their rooms clean, orderly and in good repair at all times. If you see a condition which needs repair, submit a work order promptly via Maintenance Direct at the following website: <http://www.odu.edu/md>

The housekeeping staff is hired to only keep public areas clean and to prepare student rooms for arrival in the fall. They do not clean student rooms or bathrooms during times when these spaces are occupied. You are responsible for cleaning your room and bathroom; however, please do not use products with a high acid content because they will damage the fixtures, floors, and other surfaces. Some examples of acceptable products to use for cleaning include, but are not limited to, LYSOL®, Pine-Sol®, and Mr. Clean®.

Trash and garbage from your room must be placed in designated receptacles only. Garbage cans or trash of any type should not be left in the hallway or in any other public location for removal by others. Charges may be assessed if trash is not disposed of properly.

Vacuum cleaners are available at your front desk and may be signed out for a limited time. Carpets may not be cleaned using soil extraction methods such as "steam cleaning." Outside vendors are not allowed to work in any residential facility without written consent of the Director of Housing and Residence Life.

You are expected to keep your room and public areas clean and free of excessive amounts of trash or garbage. The Office of Housing and Residence Life provides monthly health and safety inspections to ensure that proper sanitation, fire safety, and upkeep is provided to student rooms. The university reserves the right to assess charges for cleaning and damages as well as to take disciplinary action when appropriate.

Health and Safety

Residence hall staff can and will ask residents to clean their own room if the lack of cleanliness could subject others to health risks or extreme discomfort. If residents fail to clean the room when asked by hall staff, the hall staff can request the room to be

cleaned by custodial staff and the residents will be charged for labor and materials costs.

Alterations and Repairs

Do not attempt alterations or repairs in the residence hall/apartment yourself. This includes but is not limited to removing windows, screens or shades; painting or paneling the walls in your room or apartment; and removing built-in furniture, appliances, bookshelves, light fixtures, desks or beds. Should a student perform his/her own repairs or alterations, the student may face student conduct charges.

If you put posters on your walls, use a poster putty material that will not damage the paint when the poster is removed.

Appliances/Electrical Equipment

Many appliances are prohibited in the residence halls due to fire safety concerns and confined space (see chart below). If you are purchasing a new refrigerator, microwave oven, television or printer, make sure that it is EnergyStar certified to reduce energy use and impact on the environment.

Appliances	
ALLOWED	PROHIBITED Include but are not limited to:
Refrigerators under 4.3 cubic feet	Halogen lamps of any kind
Blenders and mixers	Space heaters
Hot-air popcorn poppers	Air conditioners
Hotpots and coffee pots placed on noncombustible surfaces such as ceramic tile	All open-flame or open-coil appliances (e.g., fondue pots, toasters, toaster ovens)
Microwave ovens in Powhatan, University Village, Virginia House, Ireland House & Scotland House (one microwave oven per room with a 700-watt maximum and no other appliance on the same circuit)	Microwave ovens in Whitehurst, Rogers or Gresham
Compact Fluorescent or LED task lighting	Waterbeds

If you have a question about whether an appliance is allowed, please contact your Residence Hall Director or Graduate Assistant.

NOTE: For the protection of your electrical appliances/equipment, only Underwriters Laboratories (UL) approved power strips with built-in surge protectors or circuit breakers may be used.

Building Access and Keys

Your ODU ID Card is programmed to open electronic entry locks, allowing you access into your residence hall. Your ODU ID Card, room key, mailbox key and any other key issued to each resident are the property of the University and are issued to a particular resident for his or her exclusive use. Students are not permitted to lend or give their room keys or ID Card to anyone or any University group. Students are not permitted to put their own locks or alarms on any residence hall doors.

Lost or misplaced keys and/or ODU ID Cards should be reported immediately to your residence hall desk and the ODU University ID Office in Webb Center. If a lock change is warranted to maintain your security, you will be charged a nonrefundable fee of **\$75** per lock change.

The duplication or misuse of a University key or ID Card is strictly prohibited and is a violation of the Code of Student Conduct.

Interfering with security systems, tampering with locks or elevators or unlocking doors designated to be locked is strictly prohibited. Any student found responsible for propping a residence hall door will be faced with a charge of **\$75** the first time and student conduct referral; **\$150** the second time and a student conduct referral and review of housing status.

Residents are given keys at check-in, and they are responsible for keeping it with them at all times. Should a student lose the residence hall or apartment key, the student should contact the front desk immediately so that the room may be re-keyed.

If a student is locked out of his/her room during desk hours (8 a.m. to Midnight in traditional halls and 10 a.m. to Midnight in University Village), the student should contact the front desk that serves his/her residence hall area or a Resident Assistant to acquire a loaner key (X key). Students will be required to show their student ID to receive a loaner key. If you are locked out after the desk is closed you will need to contact the staff member on duty for assistance.

When a student checks out a loaner key at any time during the year, there will be a charge of **\$5.00** assessed to his/her account every time a loaner key is issued. Students receive two free lockouts after which they will be assessed the **\$5.00** charge. All loaner keys must be returned within 15 minutes for traditional halls and 30 minutes for University Village or Nusbaum or the student's room will be re-keyed and the student will be assessed a charge of **\$75** to re-key the room.

This key checkout procedure was developed to protect you from the possibility of unauthorized entry to your room and is the best way to prevent theft and intrusion in the residence halls/apartments. NO exceptions to this procedure can be made.

A card reader system provides access to the traditional halls. If a student loses his/her University ID card, he/she should notify the ID Center in Webb. A student's card can provide access to his/her building and to the balance on his/her ID by whoever finds it.

By contacting the appropriate people, access to the student's card can be taken out of the computer until a new one is issued.

Things to Bring

When planning what to bring, please review this list of suggested items and keep in mind the size of your room. You should also coordinate with your roommate to see what each of you is bringing so that you do not duplicate items. The list of items below will provide you with a good sense of what you will need in order to make your place on-campus a home.

Bedding

- Extra long twin sheet sets
- Blankets, quilts or comforters
- Pillow and pillowcases
- Mattress Pad

Bath

- Bath towels and washcloths
- Bath mat
- Bathrobe
- Shower caddy
- Personal hygiene products

Bedroom

- Clothes
- Desk lamp
- Telephone (with answering machine)
- Hangers
- Laundry basket
- Storage tubs and organizers
- Iron and ironing board

Computer supplies

- Computer with Ethernet cable
- Printer and printer paper
- Surge protector
- Ink cartridges/toner
- Flash drive/cd's

Medical Supplies

- First-aid kit
- Prescription medication
- Flu/cold over the counter medicines
- Medical insurance card

School Supplies

- Notebooks & binders
- Pens, pencils, highlighters

- Scissors, tape, stapler
- Desk top accessories
- Correction tape
- Calendar
- Calculator
- Backpack
- Dictionary and thesaurus

Electronics

- Television
- Stereo and speakers
- DVD and VCR player
- Camera

Home Décor

- Area rugs
- Posters, plants
- Frame photos
- Photo albums
- Yearbooks
- Memo boards

Miscellaneous

- Batteries
- University paperwork
- Insurance paperwork
- Car registration and maintenance records
- Bank information

Cleaning supplies

- Sponges and disinfectant wipes
- Dish and laundry detergent
- Disinfectant sprays
- Glass and furniture cleaner
- Broom, mop, bucket, vacuum
- Fabric softener and stain remover
- Toilet paper, tissue, and paper towels
- Plastic and paper bags in different sizes
- Garbage bags

As you prepare to move into campus housing, you should also remember to bring with you all receipts and literature that you have received from ODU as well as the names, address, phone numbers, and policy numbers of health, homeowner/renter, and automobile insurance companies.

Prohibited Items

Furniture/Decoration

- Decals, metal signs, and stickers
- Use of tape on dry walls (use thumbtacks or straight pins) or use of nails or tacks on brick or cinder block walls (use tape)
- Darts, and dart boards.
- Liquid-filled furniture
- Live, cut Christmas trees
- Loft and platform beds

Fire Hazards

- Halogen Lamps
- Electrical appliances with exposed heating elements, including toasters,
- Toaster ovens, coffeemakers, hot plates, strings of lights, and soldering irons.
- Microwaves (except in the apartments and the Virginia, Ireland, and Scotland House)
- Candles and incense
- Extension cords
- Flammable substances

Miscellaneous

- Lofts and platforms

- Major appliances (washer, dryer, and dishwasher)
- Aerials, masts, and other shortwave radio transmitting equipment.
- Pets, with the exception of fish

Drugs/Paraphernalia

- Including narcotics and marijuana
- Marijuana storage and preparation equipment
- Alcoholic consumption devices such as beer bongs and funnels
- Alcohol for residents who are under 21. Please see Residence Hall Handbook for further detail.

Weapons

- Firearms, fireworks and dangerous weapons, including replicas and facsimiles (such as AirSoft, paintball guns or pellet guns).
- Includes, but is not limited to, ROTC rifles, pistols, BB guns, water guns, hand billies, Num-chucks, and switchblades.
- Dangerous or caustic chemicals

If prohibited items are observed in a room, the items will be confiscated and disciplinary action may be initiated.

Services

A wide variety of services are provided in campus housing to make your life easier and more enjoyable. Some of these services you will find yourself using daily while you will take advantage of others on a less frequent basis. The many services provided to you by the Office of Housing and Residence Life are outlined below.

Cable Television

Monarch Vision is Old Dominion University's campus video network. This service includes entertainment, news, sports, foreign language, and educational programming. The channel lineup includes MTV, CNN, ESPN, Univision, Discovery, a Campus Movie Channel, and many others.

For support contact the [Technical Support Center](#) at 757.683.3192 or email occs-help@odu.edu Rooms in Nusbaum do not include Internet access or cable television. Residents are responsible for contacting outside vendors and paying any costs associated with these services.

Should you need to report concerns related to your cable service you can make a report via Footprints

[FootPrints](#). This is the University's web-based incident tracking system used by the OCCS Technical Support Center to track all requests for technology information, services (other than billable items such as new voice or data network services) and assistance. By logging into FootPrints with your MiDAS account, you can submit a detailed request for information, service (less billable items) or assistance and find out the status for all of your tickets. For instructions on how to use FootPrints please see the FootPrints how-to.

Computer Access (includes ResNet)

Please note: Use of your ODU email address is our primary mode of communication and you are responsible for the information contained within this official email. Email is the official form of communication for Housing and Residence Life and we direct you to the OCCS student email website which provides instructions for forwarding mail. Here is the OCCS website:
<http://occs.odu.edu/accounts/studemail/>

All on-campus rooms, except in Nusbaum, are equipped with Ethernet for access to the campus data network. Each residence hall room is equipped with network ports which allow students to have high-speed connection to the Internet. The cost for an Ethernet connection has been included in the residence hall room rent. The student needs to provide the Ethernet card or adapter for their computer and any Internet software which the student may chose to use. For questions and support, students may call us at 757-683-3192 or toll free at 877-348-6503 to speak to a technician during our business hours.

<http://occs.odu.edu/support/tsc/>

ResNet

The Residential Network (ResNet) is managed by the Office of Computing and Communications Services (OCCS). Retrieved from the ResNet website:

<http://occs.odu.edu/gettingconnected/resnet/index.shtml>

Front Desk

The front desk, staffed with a 16 hour desk receptionist (DR), is the place where residents may checkout hall equipment, sign for loaner keys, and report facility problems including those with laundry and vending equipment. The front desk is open from 8 a.m. to midnight each day of the week and it also serves as an informational center and security system for your residential area. Front desk hours and services may be reduced during holiday periods or when student occupancy is lower. The front desks for the Village is open from 9:00 a.m.

to 10:00 p.m. Monday through Friday and 1:00 p.m. to 10:00 p.m. on Saturdays, Sundays, and during University holidays.

Housekeeping

All campus residences with the exception of Powhatan and the Village have housekeepers who perform daily and weekly cleaning duties in these facilities. The cleaning service for the residence halls includes lobbies, hallways, stairwells, public areas, and laundry rooms. Housekeeping services are not provided to student rooms including bathrooms while these spaces are occupied. It is the responsibility of each student to clean and care for their private living spaces.

Kitchenettes

Small kitchens are located on Whitehurst Hall fifth floor, the third floor of A –Tower; the third floor of Rogers East; the second floor of The Inn; the second and third floors of Gresham; the second, third and fourth floors of Ireland House, Virginia House and Scotland House. It is the responsibility of each resident to clean up any mess they have made in the kitchen area.

Laundry

Laundry facilities are provided in all residential areas and students using them are subject to courtesy hours. All washers and dryers are coin-operated or operate using the ODU ID Card with dollars and may not take coins. Ireland House, Scotland House and Virginia House have washers and dryers on their floors. For the Nusbaum apartment complex, the laundry room is located at the corner of 49th and Killam with a side entrance at 1000 West 49th Street. Powhatan has a separate laundry building in the center of each complex for resident use. The machines are serviced by a private vendor and all Inoperative machines should be reported to the appropriate front desk noting the number of the machine which is not working so that a repair request may be submitted. Inquiries regarding repairs and refunds should be directed to the front desk and refund requests.

Lounges

Lobby and floor lounges are provided to residents and their guests for the purposes of studying and/or community-building activities. For the safety of residents and guests, sleeping is not permitted in lounges or other public areas.

Elevators

The passenger elevators are provided for use by residents, their guests, and residence hall or maintenance staff. Tampering or interfering in any way with an elevator is strictly prohibited. In order to keep the elevators clean and in safe working condition, the following actions are prohibited and may result in disciplinary action:

- Smoking in the elevators

- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading elevators
- Use of emergency alarms and emergency stops in non-emergency situations

Loaner Keys

(see Building Access and Keys)

Mail

Your personal mail will be delivered to your building or complex on a regularly scheduled basis. Mailboxes are located in the lobbies of Rogers, Whitehurst, Gresham, The Inn; Virginia House (for both Virginia House residents and Ireland House residents); and Scotland House. Mailboxes for students residing in Powhatan are found outside the laundry rooms in both complexes. The mailboxes in the Nusbaum apartment complex for 1044, 1010, and 1011 West 49th are located inside the entry door stairwell. Residents living at 1000 West 48th Street have mailboxes located outside of the first floor apartments.

Your mailbox corresponds to your room number and your room/apartment key unlocks your mailbox. You have given the Office of Housing and Residence Life permission to handle your mail including, but not limited to, mail forwarding and accepting express mail and packages. If you have any problems regarding mail delivery, you should notify your Residence Hall Director immediately. A full service U.S. Post Office is located at the corner of 38th Street and Colley Avenue.

If you receive packages or letters requiring your signature, a notice will be delivered to your mailbox. These items are delivered to each front desk except University Village where residents must pick up their packages at the Milan Station Post Office located at the corner of 38th Street and Colley Avenues. The hours of the station are from 8 a.m. to 5 p.m. Monday – Friday. It does not have weekend hours.

You may take this notice, along with photo identification, to your hall desk to claim your item. For the most efficient delivery of your mail, please provide publishers and correspondents with your most current address, including your hall and room number. Mail will only be delivered if the resident's name of record appears on the item.

Express and overnight deliveries shipped via United States Postal Service are processed along with the rest of the day's incoming mail. Independent shippers deliver directly to the residence halls.

Mail delivered to the residence halls is not insured. The desk staff will accept insured mail, but the University is not liable for misrouting, disappearance or theft.

Unclaimed mail and packages will be returned to sender.

Maintenance and Repairs

Maintenance Support Center's hours of operation are Monday – Friday, 7 AM – 5 PM. For maintenance emergencies during regular business hours call 757-683-4600. For emergencies occurring during non-business, contact you're the Front Desk or your RA or the staff member on duty within the building.

On-Line Maintenance Direct (non-Emergencies)

For maintenance or housekeeping services within the Housing areas (residence halls) please use Maintenance Direct (directions below or go to <http://www.odu.edu/md>). It is our on-line resource for submitting **non-emergency** work requests and is available 7/24. Maintenance Direct will track work requests you have submitted and will also automatically e-mail acknowledgements of receipt of work requests and notifications of any status changes of requests.

Non-emergency work requests are generally handled on a first in, first out basis and are addressed as soon as possible.

Types of non-emergency requests that should be submitted ON – LINE through Maintenance Direct include:

- Burnt out lights
- Too hot / too cold
- Sink / tub draining slowly
- Pest control
- (When another toilet is in the suite) toilet clogged or will not flush

Examples of Emergencies

- Total loss of power to entire building / apartment / room
- Flooding
- Safety issues
- Security Issues (Locks, Doors, Windows)
- Damage to University property

For Fire, or Medical emergencies, call 911. For ODU Police assistance call 683-4000.

NOTE: For problems with your phone, cable TV or Internet connections contact OCCS @ 683-3192 or use Footprints.

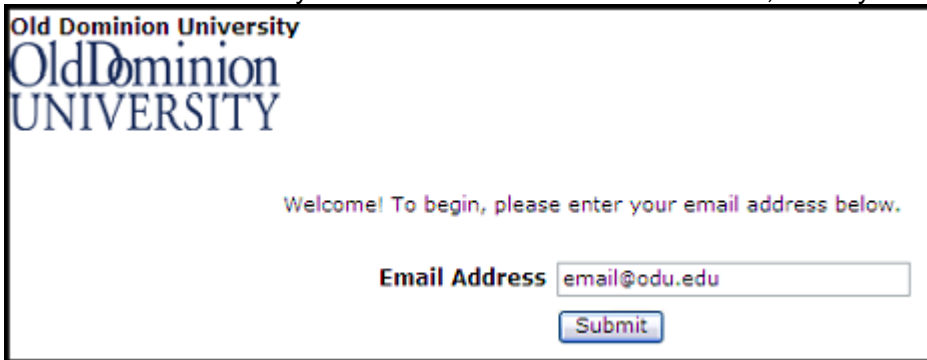


I. **Logging into the system:** The following steps direct you through the initial setup of the work request system.

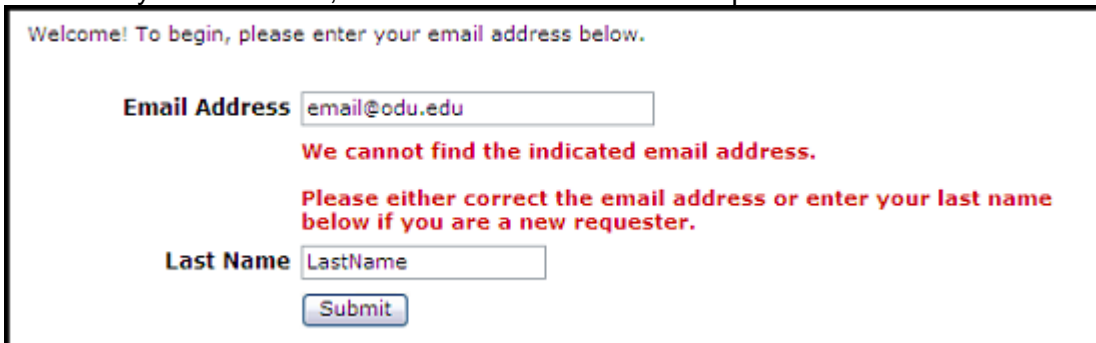
A. Open link

<http://www.myschoolbuilding.com/myschoolbuilding/MyGateway.asp?acctnum=744324060>

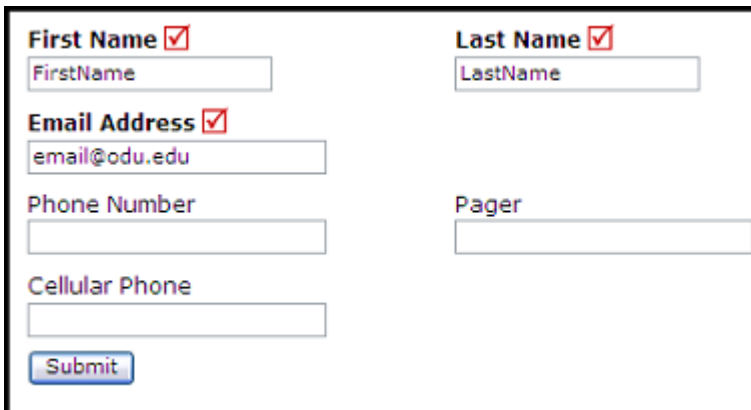
- B. When the screen refreshes, you will see **Old Dominion University** appear in the upper left corner. This confirms you are in the correct account. Next, enter your email address.



- C. If the system returns an email address error, double check the email address for accuracy and enter your last name, and click **Submit**. Otherwise proceed to section II below.

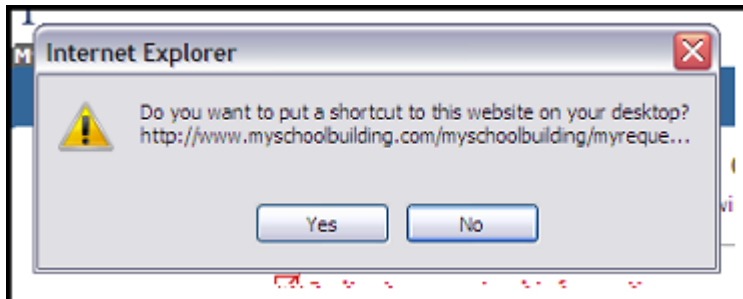
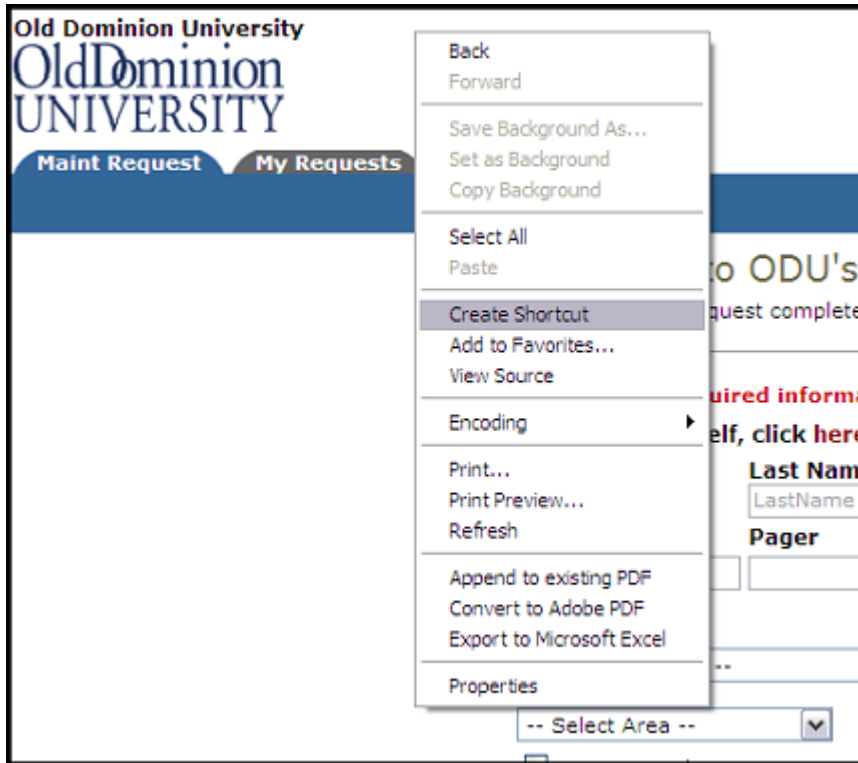


- D. Next, enter your first name along with any phone numbers and click **Submit**.



II. Creating a Shortcut to the work order page

- Place your cursor on a blank area (no text or pictures) of the "Maint Request" screen
- Click the right mouse button
- Select **Create Shortcut** from the menu
- Click **Yes** or **Ok** to add the shortcut to your computer



III. **Submitting Work Orders:** Complete the following steps to submit a work order. Any field marked with a red check box (☑) is a required field in order to save the work order.

Step 1: Contact information. Be sure to enter your telephone number. Once this information is entered, the system will remember your information for future requests.

Step 1 Please be yourself, click here if you are not **FirstName LastName**

First Name FirstName	Last Name LastName	Email email@odu.edu
Phone ☑	Pager	Cellular Phone

Step 2: Indicate where the work is by selecting the building from the **Location** field and the type of room using the **Area** field. Use **Area Number** to identify the room number. Check the box for the system to remember your selections on future work requests.

Step 2 Location ☑

-- Select Location --


Area
-- Select Area --

















Area/Room Number ☑

Yes, remember my area entries for my next new request entry.

Step 3: Click an icon to select the **Problem Type** of the repair you are reporting.

Step 3 Select Problem Type: ☑

 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.

 Carpentry	 Electrical	 Elevators	 Event Setup
 General Maintenance	 Grounds	 Heating/Ventilation /Air Conditioning	 Housekeeping
 Key and Lock	 Moving	 Plumbing	 Recycling
 Roof	 Signage	 Special Projects	 Vehicle Maintenance

REPORT ONLY ONE PROBLEM AT A TIME.

Step 4: Enter a detailed description of the problem.

Step 4 Please describe your problem or request. ☑

Step 5: Enter the **Submittal Password**. The submittal password for ODU is **odu123**. *Password is required but is for confirmation purposes only.*

Step 5 Submittal Password

[Forgot Password?](#)

Step 6: Click **Submit** to save the work order and route to maintenance personnel.

Step 6

IV. Checking the status of your work orders

When you successfully submit a work request the system directs you to the **My Requests** tab. This verifies the receipt of your work order. Click the **My Requests** tab anytime to view the status of work orders. Users may also use the **Search** field to locate work orders by keywords.

Old Dominion University
My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for: [Show All](#)

1 - 10 of total 15 listed

Status	Location	Action Taken	Complete Date
Work In Progress 416 Apartment 1101	VILLAGE APT. 1 I have a light out in the bathroom on the A/B side.	No Action Note 5/22/2008 General Maintenance	
Declined 145 Apartment B3	POWHATAN APT. A CLEAN OUTSIDE IN STAIRWELL	No Action Note 3/11/2008 Housekeeping	
Complete 144 Apartment A1	POWHATAN APT. A TOILET CLOGGED	UNCLOGGED TOILET 3/11/2008 General Maintenance	3/13/2008

Request Totals
 8 Work In Progress
 4 Complete
 1 Closed Work Orders
 1 Declined
 1 Void

Status Definitions (most common items):

- New Request – Request has not yet been processed by Maintenance Support Center (MSC) (not shown above)
- Work In Progress – Request has been approved and submitted to the appropriate maintenance department. Non-emergency requests and usually handled on a first in, first out basis.
- Waiting for More Information – Submitted request has been returned to sender for additional information.
- Void – Used when multiple requests for the same problem have been received by MSC.
- Complete / Closed – Work has been completed. Action taken is noted in bold, red letters.

Recreation Areas

Sand volleyball courts are located behind Whitehurst and Rogers Halls. For recreational activities such as baseball, football, basketball, Frisbee or catch, there are designated areas at Larchmont Field, Powhatan Field, and the Health and Physical Education Building. As a result of the cooperation between Housing and Residence Life and Campus Recreation, Whitehurst has some exercise equipment available for use.

Recycling and Energy Conservation

Housing and Residence Life is committed to “Going Green.” You will see recycling containers available in your buildings. Your involvement in energy conservation can help protect the environment.

Instructional posters are available to identify items that are recyclable and items that are not. We ask that you assist us in protecting our environment by placing recyclable items in the correct bins.

Conserving Energy

- Conserving energy is an easy way to help protect the environment and keep energy costs under control. Please help to conserve electricity in the following ways:
- Turn out lights that are not in use.
- Take the stairs whenever possible.
- Be reasonable in your use of appliances and be aware of how much electricity you are using.
- Use LED lights or Compact Fluorescent Lamp (CFL) task lighting to reduce energy.
- Use a power strip for all appliances, equipment and chargers (except refrigerators) and turn it off when not in use to ensure your electronics are fully powered off and not using *vampire* energy.
- If you are purchasing any approved appliances such as refrigerators, microwave ovens, televisions or printers, make sure they are EnergyStar certified for reduced energy use and reduced impact on the environment.
- Limit the amount of water you use while you shower and when brushing your teeth.
- Take advantage of the recycling programs in the halls.
- DO NOT use space heaters; they are allowed only if issued by Housing and Residence Life as a temporary heat source. They use a significant amount of energy.
- Conserve natural resources by eating your meals in the residence hall dining rooms or Webb Center and using reusable dishes and utensils.

Refrigerators

Refrigerators no larger than 4.4 cubic feet are permitted in the residence halls.

Restrooms

In each hall separate restroom facilities are provided for men and women. At no time should individuals be in a restroom designated for the opposite sex.

Staff on Duty

Every evening from 7:00 p.m. to 8:00 a.m., there is a Resident Assistant on Duty in each of the campus living areas with the exception of University Village and Nusbaum. This individual may be contacted through the front desk in your building or area. If a student is in need of assistance and cannot find his or her RA, the student should talk with the RA on Duty. The RA on Duty is available to assist residents with any or all problems associated with student housing.

University Village residents can access assistance when the front desk is open. If there is an EMERGENCY between 10 p.m. and 8 a.m., the staff member on duty can be reached by using the phone number listed for the duty phone. This number is to be used for EMERGENCY SITUATIONS ONLY (these are defined as floods, fire, or a life-threatening situation), however, if there is a fire or a life-threatening situation it would be advisable to contact ODU Police for immediate assistance and then contact the staff member on duty for support.

Study Rooms and Lounges

Furnished study rooms are located in each facility. Lounge areas are available for studying, meetings, and programs in the lobbies of Whitehurst Hall, Rogers Hall, Gresham Hall, The Inn, and in Powhatan. Contact your front desk for further information on scheduling these areas.

Telephone

Local telephone service is provided in all resident rooms and apartments. The cost of this service is covered in your rent payment. Students must provide their own telephone instrument and calling card for long distance access and service.

Vending

Vending machines are provided in the lobby areas of Rogers, Whitehurst, Gresham, and The Inn. Vending machines in Powhatan are located in each of the laundry rooms. Vending machines in Ireland House, Virginia House and Scotland House are located on floors 2 – 4. In addition, convenience stores are located in Whitehurst and Gresham halls. Vending refunds may be requested from the front desk in each residential area.

Expectations and Responsibilities

In a community living situation, students need to understand their expectations as a student as well as their responsibilities to others. In the residence hall environment, the expectation to study and sleep is considered to be primary. The focus of enrolling in college is to receive an education. Exposure to excessive distractions and noise inhibits the pursuit of this goal. Therefore, when a student chooses to exercise a subordinate privilege, such as playing their sound system or entertaining guests, it is the student's responsibility to make certain that they or their guests are not inhibiting another individual's primary rights to study or to sleep.

When a student enrolls at ODU and signs his or her housing agreement, the student agrees to abide by the policies, procedures, rules, and regulations of ODU as outlined in the ***Policy Handbook for Campus Living, the Student Disciplinary Policies & Procedures*** and the ***Old Dominion University Student Handbook***. All students are responsible for being familiar with the contents of these publications and the expectations and requirements which are stated in these documents.

Residence hall living offers the great advantage of having the opportunity to live and work closely with all types of individuals. With the roommate relationship, there are certain responsibilities which each person carries. The rights to sleep and study outweigh social privileges; however, roommates must strike a balance as to the time and priority of room usage. Each individual must take responsibility to assert their rights in using the room. If roommates have any difficulties in resolving expectations for room usage, hall staff can assist residents in this area.

On-campus Living Expectations

Old Dominion University has some basic expectations which govern the special nature of interpersonal relationships in community living on-campus. These are reasonable expectations which students should have for one another while sharing space in campus housing. The ***On-campus Living Expectations*** outlines the following expectations:

- the expectation to sleep during the night undisturbed;
- the expectation to study in one's room or apartment free of noise and distractions;
- the expectation of access to one's room and facilities at all times, unless restricted based on health and safety concerns;
- the expectation to feel secure against physical or emotional harm;
- the expectation to a clean room and clean public areas;
- the expectation to have one's space and belongings respected;
- the expectation to have guests when they do not disturb a roommate's right to sleep or study;
- the expectation of privacy; and
- the expectation to redress grievances.

These expectations apply to all students living in campus housing. Violating these expectations of other students may result in disciplinary actions pursuant to specific policies in addition to reassignment, or being removed from student housing.

Room Damage

Damages to student rooms are the responsibility of the occupants of those spaces. Damage charges will be shared equally by all roommates unless residents provide written notice to the Residence Hall Director of a particular student's responsibility for that damage. In order to prevent misinterpretation, it is strongly suggested that students inspect their rooms thoroughly when completing the Room Condition Report (RCR) upon taking occupancy of their room. This task should be taken seriously and completed in detail so that residents fully document items which have been previously damaged. Normal wear and tear is expected; however, damaged items deemed in excess of this expectation will be billed to residents. Authority for determining when damage exceeds "normal wear and tear" belongs to staff in the Office of Housing and Residence Life.

Damage bills will include the cost of labor and materials as these will be placed on your student account. Failure to make payment may result in the university instituting regular collection procedures which may include placing a hold on student records, termination of meal plans, eviction, and the use of a collection agency. Damages identified subsequent to your departure from campus will be billed to your student account and documentation mailed to your permanent address.

- Damage to student rooms will be divided equally amongst the occupants of the room.
- Damage to suite bath facilities will be divided equally amongst the occupants of the suite.
- All apartment occupants in Powhatan, Nusbaum, and the Village will be billed equally for damage in shared spaces. Damages to a bedroom will be divided amongst the occupants of that bedroom.

Common Area Damage

Damage to common areas is a more difficult matter, one which is also the responsibility of each resident. The Office of Housing and Residence Life has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Excessive room or common area damage may result in the reassignment of the housing contract of those individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether the community may consist of a wing, floor, or whole building.

Damage charges are used to assist in repairing or replacing a damaged item. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of items.

Faulty equipment and damage should be reported to a staff member. If there is damage in a room, do not attempt to repair it yourself because this often increases the final cost of repairs. University personnel are available for that purpose and can remedy the situation in a short time.

Common area damage assessments are not appealable as they are not fines. They are made of up the time, materials, and administrative expenses required to correct unusual cleaning or damage situations.

University Identification Cards

Old Dominion University identification (ID) cards are used for building entry in all residence halls. For security reasons, the Desk Receptionist, Resident Assistant, or other staff will routinely ask residents entering the building to show their ID card. ID cards are not transferable. A student may not lend his or her ID to another student for any purpose including, but not limited to, entry to a building, misrepresentation of age, or the purchase of meals, vending items, or other goods which may be charged to an ID card. False ID cards may be confiscated and turned over to University Police.

Your ID card is also the access card to your residence hall. Residents of Rogers, Gresham, and The Inn must use their ID cards to gain entry to the building or building wings in which they live. Whitehurst residents must use their ID cards to access the elevators and first-floor wings. Powhatan residents will need to use their ID card to access the laundry room in Powhatan I.

You are required to carry your ID card at all times.

Responding to Staff Requests

All students are responsible for politely cooperating with all levels of university staff in the performance of their duties. This includes, but is not limited to, Desk Receptionists (DR), Resident Assistants (RA), Resident Hall Directors (RHD), Area Coordinators (AC), Graduate Assistants (GA), housekeepers, maintenance personnel, central office staff and University Police. Students are required to identify themselves and surrender university ID upon request. Failure to cooperate with reasonable requests by university staff acting in the performance of their duties will result in disciplinary action.

Health and Safety Inspections

Housing and Residence Life staff members complete health and safety inspections of every student room and apartment each semester. These inspections will be announced in advance whenever possible. The purpose of these inspections is to ensure that the student residences are safe and sanitary as well as to make certain that no safety or fire code violations of university policy are taking place. If, in the course of these inspections, you are found to be in violation of university policy, you will be notified and provided with instructions on how to correct the situation. Health and Safety Inspections are visual inspections of each student's private spaces. It is not university policy to open drawers, or inspect trunks or luggage, unless there is sufficient evidence to warrant a concern that a violation is taking place.

According to the Housing Agreement; the University reserves the right to enter student rooms as necessary for repairs, inspections and enforcement of university policy.

Policies and Procedures

Students are considered adults, and University-student regulations are founded upon this principle. The university's *Code of Student Conduct* and these University Housing Regulations govern all students residing in residential facilities owned, controlled or operated by Old Dominion University's Office of Housing and Residence Life. Students agree to abide by these rules and regulations when entering into the Housing Agreement.

Should you be documented for violating one or more policies contained in this handbook and/or the *Code of Student Conduct*, you will be documented by hall staff (and/or ODU Police) for an alleged violation of University policy. The case may be referred to appropriate staff in Housing and Residence Life and/or Student Judicial Affairs for resolution through the University's student judicial process. The *Code of Student Conduct*, as well as the complete procedures for resolving alleged violations of University policy, is outlined in the *Student Disciplinary Policies and Procedures*, which is available online by visiting www.odu.edu/osja.

Graduate Assistants and Residence Hall Directors may serve as pre-hearing conference officers and/or Hearing Officers in accordance with the *Student Disciplinary Policies and Procedures*. When Housing staff serve in these roles they are acting as designees of the Office of Student Judicial Affairs. Accordingly, violations of University policies and/or Housing Regulations will result in the creation of a disciplinary file which will be retained by the Office of Student Judicial Affairs. Copies of any documentation pertaining to a student's involvement in the judicial system may be requested by visiting the Student Judicial Affairs office in the Powhatan I Apartment Complex, Unit G-1 (Hall House), during normal business hours.

Students accused of violating Housing regulations and/or the Code of Student Conduct will receive official written notice of the alleged violation(s) via the student's University-provided e-mail address. Failure to activate or read email sent to this account will not invalidate the

notice or absolve students of any sanctions imposed when a student fails to participate in the process after being appropriate notified.

When students are accused of violating one or more policies, they may have the opportunity to attend a pre-hearing conference. Pre-hearing conferences offer accused students the opportunity to reach an informal resolution by accepting responsibility for their documented misconduct and agreeing to complete any assigned sanctions assigned during the pre-hearing. Students who are properly notified but fail to attend their pre-hearing conference will be considered in violation of the charges and expected to complete all assigned sanctions. Such outcomes are not subject to further review or appeal.

If a student chooses to dispute this charges in lieu of reaching an informal resolution at the pre-hearing conference, the matter will proceed to a formal hearing to determine responsibility and sanctions, if appropriate. Students who attend and participate in their formal hearing enjoy limited appeal rights as outlined in the *Student Disciplinary Policies and Procedures*.

You are responsible for the use of your room/apartment, and you are responsible for your guests and their behavior while they are in the residence hall, apartment or on university housing property. The University may charge you personally with applicable violations of the Code of Student Conduct in cases where your guest(s) engages in behavior prohibited by Housing Regulations and/or the Code of Student Conduct.

All Students share in the responsibility for conducting themselves in a manner that helps to enhance an environment of learning in which rights, dignity, worth, and freedom of each member of the academic community are respected.

If you have any questions about the interpretation or enforcement of these rules, please contact a staff member in Student Judicial Affairs or the Office of Housing and Residence Life.

These are our current University Housing regulations. Please note that they are subject to change without prior notice. When changes are made to these regulations, every reasonable attempt will be made notify students of such changes. Any changes to these regulations shall be published to the Housing and Residence Life website as soon as practicable. Students are held responsible to the most current version of these policies and procedures as published on this site.

Alcohol Policy

Listed below are the regulations on the use of alcoholic beverages in the residence halls. Keep in mind that the residence hall alcohol policy is consistent with university policies and Virginia state law, which prohibits the purchase, use, or possession of any alcoholic beverage by individuals who are not at least 21 years of age. These policies do not replace applicable University policies published in the Code of Student Conduct or in other official University policies pertaining to the use/consumption, manufacture, sale, distribution, or possession of alcohol. However, these regulations apply to all students who reside in University Housing (and students' guests).

1. The possession or consumption of alcohol will be strictly prohibited (regardless of age) in Scotland House, Rogers Complex, Gresham Complex, The Inn and Whitehurst.
2. Alcohol consumption in Powhatan, Nusbaum, Virginia House, Ireland House or University Village will be permitted only in rooms or apartments where ALL of the residents have reached the legal drinking age. No consumption of alcohol may occur in these rooms/apartments if underage guests are present even if all of the occupants of these spaces are of legal drinking age.
3. Alcoholic beverages are not permitted in public areas (such as study lounges, laundry rooms, lobby areas, stairwells, hallways, picnic areas, etc.) unless specifically authorized in writing by the Director of Housing and Residence Life
4. Intoxicated students in or around the residence halls are subject to disciplinary action.
5. Possession, providing or serving of large quantities or "Common Source" quantities of alcohol (kegs, party balls, beer bong, punch bowls, boxes of wine, etc.), or creating or participating in drinking games is not permitted in the residence halls or apartment complexes. Students are not allowed to construct or own a table used for the purpose of beer pong. Engaging in behaviors intended to intoxicate (i.e. races, games, etc.) may be considered aggravating circumstances when considering appropriate sanctions.
6. You are responsible and accountable for the behavior of any guests in your room or apartment. Therefore, should your guest(s) violate the alcohol policy; you will be subject to disciplinary action for an alcohol violation in addition to your guest(s).
7. Purchasing, providing, or serving alcohol to or for an underage person is prohibited.
8. Being intoxicated to the point where state law remands you into custody is strictly prohibited.
- 9.
10. Empty alcohol containers are prohibited in rooms where there are students who are underage and this constitutes a violation of the alcohol policy.
11. Monuments to alcohol consumption are not permitted in campus housing. This includes, but is not limited to, bottle or can collections. The presence of empty alcohol containers in a student's residence leads to a rebuttable presumption that the student(s) found in possession of such containers possessed and/or consumed the original container's contents. Accordingly, if empty bottles or cans are found in a student residence, the student will be asked to remove the collection from his or her room and may face fines and/or conduct referrals.
12. The sale of any alcoholic beverage in student housing is prohibited.
13. The University reserves the right to address students who possess large amounts of alcohol in student housing that is clearly beyond the scope of individual use.

Drugs

The illegal use, possession, sale, delivery and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of students, faculty members, administrators, and other university employees. Possession of drug-related paraphernalia is also not permitted. This action is subject to fines and student conduct action.

The use of illegal drugs on-campus or at university-sponsored activities is strictly prohibited. This includes, but is not limited to, marijuana (hashish, hash oil), cocaine, stimulants, depressants, hallucinogens, narcotics, and designer drugs. If you are documented for a drug violation, you will automatically be referred to the Office of Student Judicial Affairs.

Possession, use, or being in the presence of controlled substances or drug paraphernalia (e.g. bongs, pipes, etc.) is prohibited and may result in termination of the residence hall agreement.

Persons found to be involved in the sale of illegal drugs will be subject to permanent dismissal from the university.

The odor of marijuana or any other controlled substance is sufficient to warrant an alleged violation of this policy. The presence of drug paraphernalia further substantiates such allegations. However, "physical evidence" which may be required in a criminal process is not necessary to determine a student has violated drug policies in the campus judicial system since formal rules of evidence do not apply and the standard of proof is a "preponderance of the evidence."

What Happens If You Violate the Alcohol and/or Drug Policies?

If you are documented for alcohol or other drug violations, you will be referred to the judicial process. Generally, the following MINIMAL sanctions will be imposed for proven violations of the alcohol or drug policies as published in the *Student Disciplinary Policies and Procedures*:

Minimum Sanctions for Alcohol Violations

First Offense: Probation for one year, \$50.00 fine, mandatory workshop, parental notification for underage offenses.

Second Offense: Probation for an additional year, \$100.00 fine, additional workshop and/or counseling, parental notification.

Third Offense: Suspension for one semester, parental notification.

Minimum Sanctions for Illegal Drug Violations

First Offense: Dismissal from University housing and disciplinary probation for one year, \$100.00 fine, mandatory workshop and parental notification.

Second Offense: Disciplinary suspension

Persons found to be involved in the sale of illegal drugs will be subject to permanent dismissal from the University.

General Regulations

Access Card System

Housing and Residence Life offers increased residence hall security through the use of the University ID Card and the electronic access system. Residence hall exterior doors are locked 24 hours a day. Each door is equipped with a card reader and by sliding the magnetic stripe on the back of your student ID card through the reader you will gain access to your building. Only the residents of your building are coded for access above first floor to your hall; therefore, it is important not to admit non-residents without an escort. Students with meal plans can access the main doors of Rogers Main, Gresham Main and Whitehurst for meal plan use. Additionally, residents of Ireland House have mailboxes in Virginia House and thus have access to the first floor of Virginia House. Access above first floor is restricted at the elevators and hallway doors to only those students residing in the building.

Bicycles

Bicycle racks are provided in close proximity to each living area. It is essential students that provide an adequate lock to secure their bicycles when parked outside. The university suggests a U-bolt style lock. The proper use of this lock would include locking your bicycle to a bicycle rack.

Bicycles parked improperly are subject to fines and/or removal by University Police. Students are not permitted to chain their bikes to fence posts, guardrails, stairwells, sign posts, light poles, fire equipment, trees, or anywhere that interferes with exit from the building.

Building Access

The outside doors to all residence halls are locked 24/7. All residential floors are accessible only to residents and authorized personnel at all times. You should never prop open any door for any reason or let anyone you do not know into the building. Free phones are available at hall entrances for guests to call residents they wish to visit.

All residents and their guests should enter and exit the residence hall through the main door. Only in case of an emergency should the emergency doors be used. Individuals should never enter or exit the building through the window unless there is an emergency.

Cooking

Cooking is permitted only in University-designated kitchen/kitchenette areas. Cooking is NOT permitted in residence hall rooms.

Clotheslines

Clotheslines may not be hung outdoors or within any public areas of the residence halls or apartments.

Common Area Furniture

All common areas (lobbies, lounges, and study rooms) are furnished with chairs, couches, tables, and other furnishings. Common area furniture may not be removed from these general areas as these items are placed there for use by all students. Students who remove common area furniture for use in their rooms, apartment, or other non-approved areas will be billed to replace the furniture and will be subject to disciplinary action.

Disorderly Conduct

- Disorderly conduct within or immediately surrounding the residence halls/University apartments is not permitted. You are in violation of the disorderly conduct policy (among others) if you do any of the following, in a public or private place, knowing or having reasonable grounds to know, that it will or potentially could tend to alarm, anger, harm, or disturb others or provoke an assault or breach of peace. Participants are responsible for engaging in disorderly conduct when they commit or intend to commit any of the following:
- Engaging in brawling, fighting, or prank activities or physical assaults;
- Conducting oneself in a disorderly manner so as to disturb or threaten an assembly, meeting or the public peace, even without unlawful purpose (e.g. returning to the hall/apartments intoxicated, which creates an unsafe environment for self and others);
- Threatening or causing physical harm to self or any other party is prohibited. Threats or harassment, whether written, or verbal in such a way that the health, safety or welfare of the university community is made to feel unsafe;
- Use of obscene, or abusive language, or engaging in conduct that would reasonably tend to cause alarm, anger, fear, or resentment in others;
- To threaten, intimidate, or endanger the health, safety, or welfare of yourself or a member of the University community, or the use of threatening or intimidating behaviors, in verbal or written form in which one commits or intends to commit any unlawful act by force;

- Any form of sexual harassment; or
- Any form of sexual misconduct; or
- Any form of sexual assault;
- Hate/Bias Crimes that use language, signs, symbols or threats that would reasonably tend to arouse alarm, anger, fear or resentment in others or would endanger the health, safety, and welfare of a member (s) of the University community.

Electrical/Electrical Outlets

Residents in residence halls (Whitehurst, Rogers Complex, and Gresham Complex) are not allowed to have or use microwaves within their rooms. The electrical capacity of these buildings is limited and the amount of energy used to sustain a microwave is limited.

The use of extension cords is not permitted; however, you may use more than one appliance on a circuit if you use breaker-protected, multi-plug power strip. These may be purchased for under \$15.00 at most hardware and department stores. We also encourage you to use surge protectors on all electronic equipment including televisions, DVD players, VCRs, stereo equipment, CD players, etc.

Elevators

Any misuse of the elevators is strictly prohibited, and disciplinary action will be taken against anyone involved in misusing an elevator.

Empty Cans and Bottles

In a group living situation, pest control can be a major problem. Empty cans and bottles provide excellent breeding areas for roaches and other pests. In particular, beer bottles and cans may not be stored, collected, or used as decorations because such collections constitute monuments to alcohol consumption in addition to creating problems related to pest control. Students violating this policy may be referred for disciplinary action. Empty alcohol bottles will be considered a violation of the alcohol policy if found in rooms where alcohol is prohibited.

Explosives

Explosive devices are not allowed in the residence halls/University apartments or surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.), or any explosive material will constitute a safety or fire hazard. Motorized vehicles (e.g. mopeds, motorcycles, etc.) may not be brought through or stored within the residence halls/apartments.

Failure to Comply

Failing/refusing to correctly identify yourself or your guests or to fail to comply with the directives of university officials and their authorized agents acting in the performance and scope of their duties, including the directives of Resident Assistants, Residence Hall

Directors, Graduate Assistants, Administrative and Facilities staff, University staff, or law enforcement official(s), or another resident is prohibited. It is prohibited to falsely identify yourself or to allow your guest(s) to give false identification.

Failure to complete or adhere to sanctions resulting from a judicial outcome will be considered failure to comply. Sanction reviews will be completed each month by the RHD/GA/Office of Student Judicial Affairs. If you are found in violation, additional sanctions may be added.

Providing false information or obstructing an investigation is strictly prohibited.

Fighting or Physical Abuse

This type of behavior will not be tolerated. This is a judicial infraction that usually results in immediate termination of the housing contract which may be in addition to or wholly separate from any judicial action pursued in accordance with the *Student Disciplinary Policies and Procedures*.

Food Preparation

Food preparation is permitted only in Powhatan Apartments, Nusbaum Apartments and University Village Apartments and in the kitchenettes in Whitehurst Hall, Scotland House, Virginia House, Ireland House and The Inn. Cooking in rooms in Rogers Complex, Gresham Complex, The Inn, and Whitehurst Hall is prohibited due to health and safety reasons. All cooking must be done in the kitchen areas provided in Powhatan, on selected Whitehurst Hall floors, on the second and third floors of Gresham, and on the third floor of Rogers East. Microwave ovens are also available for use in Rogers Main in common areas.

Furniture

Both a headboard and footboard must be attached to the bed. Mattresses and bed frames may not be placed directly on the floor. Stacking of any furniture, with the exception of bookcases, is not allowed. Furniture may not be moved out of the room. Closet doors may not be removed. A **\$25** administrative charge will be assessed to students who remove or alter furniture or room fixtures. Replacement costs will be charged per item for all missing furniture or fixtures.

Gambling

Participation in any form of illegal gambling is prohibited.

Hall Sports

Due to the potential for injury or damage playing sports in public areas or hall/apartment ways, including, but not limited to in-line skating, skateboarding, bicycle riding, throwing, kicking or hitting any type of object including but not limited to indoor basketball, indoor football, indoor Frisbee, indoor soccer, golfing, ping-pong or any variation of ping-pong, beer

pong, foosball, tag, chase, wrestling, etc. soccer balls, footballs, Nerf balls, etc. is not allowed in the residence halls or University apartment complexes. Roller blades should be removed prior to entering any university building. Residents are not allowed to sit on any roof or railing.

Hazardous Materials

Hazardous materials including, but not limited to, gas, propane, chemicals, and gas grills are not permitted in on-campus housing under any circumstances.

Hurricanes and Tornadoes

In the event of a tornado warning or hurricane, emergency procedures will be issued by the Office of Housing and Residence Life staff. For your continued safety, we request that you obey the directives of the staff.

Identification

When requested, residents are required to present proper University identification in a cooperative manner to University staff.

Illegal Entry/Exit

Entering or exiting illegally, improperly, without authorization, or during non-contract periods without proper permission, your or other resident's room/apartment or any room/apartment or facility that you are not authorized to enter/exit, including alarmed exit doors, is not allowed and may result in the immediate termination of your housing agreement.

Illegal Possession/Theft

It is prohibited for residents in the hall/apartments to possess, without authorization, goods belonging to other residents or the residence hall/apartments (e.g. lounge furniture), including food items not designated as a carryout item by dining services.

Keep in Touch

Always let someone know where you are going and when you will return.

Keys and Access Cards

Any assigned keys, I.D.'s and access cards should be kept in your possession at all times; do not lend them to anyone. The duplication of residence hall/University apartment keys and/or access cards and/or devices is prohibited. You must not lend, sell, or transfer any residence hall/apartment complex key/fob to any person for the purpose of allowing that person to enter the residence hall or your room/apartment unescorted or to utilize University housing facilities.

Giving your key or access card to others may result in the loss of your ability to live on campus. Duplication of University keys is strictly prohibited.

Medical Device (Sharps) Disposal

A “sharp” is any device having corners; edges or projections capable of cutting or piercing the skin or that pose a safety hazard to the custodians and other personnel who handle waste. Sharps are usually hypodermic needles or other sharp medical devices. These types of devices are often contaminated with blood or bodily fluids. Sharps cannot be disposed of in the trash. They must be disposed of in an approved sharps container.

If you generate this type of waste, please follow the procedures listed below to dispose of your sharps waste.

1. Purchase an approved sharps container from a local pharmacy, physician or hospital.
2. Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to anyone. When full, the container should be taken to an authorized sharps disposal site. For further information on local sites, call 1-800-603-4068 or visit any Good Neighbor or Eckerd Pharmacy or visit any area health department. Some pharmacies will dispose of your sharps if you purchase the sharps from them; please check with a pharmacy for further information on their sharps program.

Individuals who have improperly disposed of sharps waste will be referred for student conduct violations and local laws, and risk removal from the residence halls.

For more information see the Great Hampton Roads Sharps Brochure is available at the following website: <http://www.spsa.com/pdfs/publications/sharpsbrochure.pdf>

Medical Emergencies and other Emergency Situations

In any emergency situation, such as a fire, accident, or mechanical failure, students should notify the residence hall staff or front desk immediately. Inform the staff member of the specific details of the emergency including location, severity, and the duration of the situation.

In case of a medical emergency, call the Old Dominion University Police immediately at 757/683-4000 or dial 911. University Police will notify the Norfolk Paramedical Rescue Service. You should also notify a residence hall staff member. Students who require emergency room treatment will be transported to a nearby medical facility.

Noise

Residents are expected to use discretion as to where and when noise is concerned both in and around the student residences. Therefore, excessive noise is prohibited at all times. Courtesy hours are always in effect, and students are asked to be considerate of the rights of others to study and sleep. During these hours, the environment is to be one that is conducive to studying. Loud stereos, gatherings in hallways and other disturbances will not

be allowed. If stereos are played out of windows, or are a problem in any area around the residence halls and apartments, the owners risk removal of the stereo from the residence hall or apartment and may be held accountable for the expense of having their equipment boxed and shipped off-campus. Due to the nature of these instruments, drums and amplified sound equipment are not permitted in any on-campus housing.

Courtesy hours are always in effect 24 hours a day. Noise, including talking, music and other miscellaneous sounds must be kept at a minimum level so that they cannot be heard in the rooms of other residents.

If a resident has a problem with noise, the first step is to talk to the resident(s) who are creating the noise. If the noise continues after a resident has addressed the situation, the floor RA should be contacted. If that RA is not available, contact the RA on Duty for that building/area. During final examinations each semester, 24-Hour Quiet Hours will be enforced. Look for posted signs that provide more details about Quiet Hours during final exams.

Personal Property

ODU assumes no liability for damage or loss of personal property that you bring to campus. It is strongly suggested that students carry property or renters insurance to protect against the loss their belongings through damage and theft while they are attending the university. Remember, the easiest way to avoid loss of your belongings is to keep your room locked when you are not there and when you are asleep!

Pets

Because of public health regulations, pets are NOT permitted in student housing under any circumstances including brief visits or temporary stays. This applies to, but is not limited to, dogs, cats, birds, hamsters, snakes, mice, and other rodents. Fish in aquariums are the only pets which are permitted. However, fish tanks must not exceed 20 gallons and they must be kept in a sanitary condition. A Health and Safety fine of at least **\$25.00** is assessed to each student who possesses a pet in the student residences. In addition to any fines, residents will be assessed for the cost of pest control in any rooms requiring service because of any violations of this policy. Any pets found in violation of this policy may be removed immediately and turned over to the Animal Control Center or the Humane Society.

Posting Policy

All publicity must be approved by the Office of Housing and Residence Life prior to posting in accordance with the guidelines below.

Guidelines

1. Items should be delivered to the Office of Housing and Residence Life a minimum of a week before the event. The Office of Housing and Residence Life asks that you provide 200 copies of your flyer for maximum distribution.

2. If approved, publicity will be stamped for a maximum of two weeks or the day after the event. This does not include semester-long event calendars which are produced by offices/departments on the university campus.
3. The Office of Housing and Residence Life will not guarantee placement of items.
4. The Office of Housing and Residence Life has limited posting space and reserves the right to decide on the number of posted materials. Please call and ask for a recommended number.
5. Unapproved items that are found posted will be removed and may result in the office/group being denied posting privileges in the future.
6. No items will be approved which advocate alcohol/drug use or inappropriate behavior.

All questions about posting material should be directed to the Associate Director for Residence Life.

Protecting Yourself in the Residence Halls

Inside Your Room or Apartment

- Lock all doors and windows, even if you will be away for only a few minutes.
- Keep emergency telephone numbers readily available, including your roommates' contact information.
- Secure doors and windows when you are alone or when you are asleep at night.
- Before you answer the door, look through the peephole to see if it is someone you know. If you do not know them, do not open your door without first verifying the person's identification (e.g., Housing and Residence Life, Maintenance or Housekeeping staff).
- Get to know your neighbors. You can help keep an eye on their rooms, and they may return the favor by watching yours.
- Do not keep large sums of money, jewelry or valuable items in your room.
- Take your valuables home with you when you are on vacation.

Quiet Hours

The creation of an environment conducive to academic excellence and achievement requires that each resident show consideration of others by keeping his or her noise level down during the final exam period. Residents are expected to maintain a noise level which cannot be heard outside of their room or apartment 24 hours a day. At all other times, courtesy hours are in effect, and the noise level should not disturb fellow residents. In addition, playing musical instruments may be prohibited if it disturbs other residents. Any student who fails to observe quiet hours is subject to disciplinary action.

Residence Hall Hours

Residents are able to come and go without restriction 24 hours a day and students are not required to leave notice of their whereabouts. For reasons of safety and notification in case of emergency, residents are encouraged to inform someone whenever leaving the hall for any extended period of time, especially during the night or for weekends. Students are also encouraged to let their roommate(s) know of their whereabouts if they plan to be away from campus for any period of time. An atmosphere conducive to harmonious living and studying must be maintained 24 hours a day in the residence halls. Because of the many lifestyles that must be accommodated in any group living situation, it is difficult to prescribe exact hours for study and sleep. Experience has demonstrated that most students tend to study or sleep in their rooms between 9:00 p.m. and 10:00 a.m.

Roller Blades, Bicycles and Skateboards

Riding bicycles, roller blades, or skateboards inside the residence hall is prohibited in order to ensure the safety of oneself and others.

Room Decorations

No wire, rope, or string of any kind is to be strung across the room for the purpose of hanging decorations. Wall hangings must be put up in a way that is non-destructive to the walls, furniture, doors, or woodwork which precludes nails, bolts, and double-sided tape from being used. We recommend that you use thumbtacks or straight pins on sheetrock walls and masking tape or poster putty on block walls. All decals and stickers are expressly prohibited. Items may not be hung from or attached to any ceiling or door surface. A small message board for each student may be attached (with masking tape) to the block wall next to your door. All furniture must remain in the room and closet doors (where applicable) may not be removed. You and your roommate(s) will be charged for any damage that is caused by inappropriately attached room decorations.

Room Entry and Inspection

Old Dominion University reserves the right to enter and inspect any room to maintain discipline, property, and the health and safety of the students. These inspections may occur as frequently as once a month or when there is reason to believe that the occupants of the room are in serious physical or psychological distress. Administrative searches may also be approved including when there is reason to believe that maintenance problems exist. In addition, maintenance personnel are authorized to enter rooms to perform routine maintenance and repair services.

Roommate Agreements

All first-year students are expected to complete a roommate agreement. We believe it important that students have an understanding of each other's expectations to facilitate a successful roommate relationship. Roommate agreements are considered a binding contract. Should one of the roommates violate the roommate agreement, students may be required to participate in a roommate mediation program managed by the Ombudsperson's Office under the auspices of the Office of Student Affairs. Should a student violate the

agreement that arises from the formal mediation process, the student may be referred to the Office of Student Judicial Affairs for a judicial meeting.

Students living in University Village are not required to complete a roommate/suitemate agreement, however, if roommate issues arise, the residents of the apartment will be required to complete a roommate/suitemate agreement. The resulting agreement is considered a binding agreement and should one roommate violate the agreement, the residents of the unit may be required to participate in a roommate mediation program managed by the Ombudsperson's Office under the auspices of the Office of Student Affairs. Should a student violate the resulting agreement, the student may be referred to the Office of Student Judicial Affairs for a judicial meeting.

Room Painting

The residence hall facilities are painted on a regular schedule; therefore, the painting of rooms, corridors, and wall murals is not permitted.

Roofs, Windows, and Ledges

Because of the obvious personal danger and the potential for damage to property, exiting on to roofs and ledges or climbing from windows is prohibited and stringently enforced. Student conduct action will occur if this policy is violated. Screens must remain in place at all times. Removal of screens may result in a replacement charge and student conduct action as necessary.

Smoking

Old Dominion University is a smoke-free campus as it applies to all academic, student support, and residential buildings. This means that smoking is not permitted in buildings at any time. Essentially, smoking is limited to designated outdoor areas. University policy helps ensure that the ill effects of secondary smoke do not endanger the health of the vast majority of the campus community who choose not to smoke. Further, there will be a 20 ft. no-smoke zone at all residence hall entrances. Violators of the smoke-free guidelines will be held accountable for their actions in the student conduct system.

All private (residential rooms, suites, apartments, bathrooms, and computer labs) and public areas (main lobbies, common lounges, study rooms, hallways, laundry facilities, and stairwells) in all residential facilities are considered smoke-free. Resident students and their guests must smoke outside of university-owned residential facilities. It is strongly recommended that smokers remain far enough away from main entrances to respect the rights of non-smokers.

Students found in violation of this policy will be fined at least **\$25.00** for the first instance and at least **\$50.00** for each subsequent violation.

Solicitations

Soliciting or conducting business in the residence hall/apartment complex, including from within your residence hall room/apartment unit, is not permitted. This includes approaching students with product(s), sliding information under doors, stopping students in the hall/apartment way, calling students, etc. Students are also prohibited from conducting business on the University computer or telephone system.

To protect the privacy of residents, solicitations, sales, canvassing, fund raising, and contribution drives are restricted within the campus residences. The exceptions to this rule involve the Hall Council/Residence Hall Association. For more information, contact the Office of Housing and Residence Life. If someone is soliciting on your floor, please contact the front desk immediately.

Storage

Any trunks, suitcases, and other belongings must be stored in your room or apartment or taken home after you have finished moving into your room. There are no other storage areas in the residence halls or apartments.

Tampering

Tampering with any mechanical or electrical unit within the residence halls/apartments is not permitted. Specifically, you must not tamper with or use without authorization any part of a residence hall/apartment complex elevator system; hall/apartment locking systems; life safety equipment, including, but not limited to smoke alarms, fire alarm mechanisms fire sprinkler mechanism, and life safety signage; refrigeration; heating; cooling; or computer/Ethernet jack and cable connections.

Tampering with computers, including but not limited to the following is prohibited:

- Unauthorized entry into a file to use, read, or change the contents for any other purpose
- Unauthorized transfer of a file
- Unauthorized alteration of a system configuration
- Unauthorized use of another individual's identification or password
- Use of computing facilities or networks to interfere with the work of another student, faculty member, or university official
- Use of computing facilities or networks to engage in disorderly conduct as defined under disorderly conduct; including violation of copyright law
- Use of computing facilities or networks in ways that interfere with the normal operation of residential community or University computing systems.

Throwing or Dropping Objects

Throwing or dropping objects of any type or hanging items from windows presents a serious hazard to others and is strictly prohibited. Throwing objects such as balls, Frisbees, or water

balloons inside of any residence hall or apartment building is considered inappropriate behavior and not permitted. Any of these actions may result in disciplinary action.

Vandalism

There is no acceptable excuse for purposely damaging university or personal property. Any student who commits an act of vandalism will be charged for the damage and will face disciplinary action including possible dismissal from the residence halls and arrest.

Visitation

The visitation program in the ODU student residences creates a structure for residents to bring guests into their rooms. In full support of the educational mission of the university, students living on-campus are expected to view academic responsibilities as their primary goal. Studying, therefore, takes preference over socializing in the student residences on weekday nights. On weekends, when fewer classes are scheduled, there is a greater amount of leisure time and social or non-academic activities are usually more prominent. The guidelines for visitation are grounded in this academic schedule and are designed to balance a student's responsibilities with individual and group needs.

It is important for roommates to discuss their preferences with respect to visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.

The presence of guests must not restrict legitimate occupants from free access to all common and private spaces or create any situation that may infringe on the roommate's right to remain undisturbed.

Guests are required to provide identification when requested by University staff.

A guest may not occupy a resident host's room when the host is not present. The University reserves the right to deny access to any guest if it is reasonably determined the person has disturbed, endangered or disrupted other residents.

All students have the opportunity to accept or reject participation in the visitation program at a building-wide vote that takes place during the first week of classes in the fall.

Social visitation is not restricted to certain hours however, students who entertain guests/visitors are expected to maintain standards agreed upon by roommates/apartment residents. A roommate's right to privacy will take priority over the privilege to entertain guests/visitors.

The visitation program is to function within the parameters and according to the procedures which follow. The existing programs have been developed through deliberate study by staff

and student groups in recent school years. Certain underlying assumptions are reflected in the visitation program at ODU:

1. There is a legitimate need for, and benefit from, providing greater opportunity for contact between students.
2. The nature of the physical facilities, particularly in the traditional residence halls, places certain limitations on the visitation program.
3. The hours of the program accommodate, as best they can, the divergent lifestyles of students and variety of housing styles available on-campus.
4. The purpose of a student's room is primarily for study and sleep, which take precedence over social privileges.
5. Respect for the wishes and well being of one's roommate(s) is more important than someone's desire to have guests.
6. Cohabitation is not permitted in any university housing facility.

Overnight Guest Policy

An individual may host an overnight guest in the residence hall for a maximum of three nights in any given two-week period. A person may not be an overnight guest of more than one resident per two-week period. Overnight guests of either gender are permissible under the general guidelines stated previously in the University Suites/Doubles and the University Apartments. Guests must have a photo ID and produce this upon request. Failure to provide an ID will be cause for removal from student housing.

All guest(s)/visitor(s) are limited to a total of three (3) consecutive nights per stay. A resident is allowed to sign in a maximum of three (3) visitors per evening and must accompany their guests/visitors at all times within the building. All residents must sign in their guests between the hours of 9 p.m. to 7 a.m.

Residents are responsible and accountable for the behavior of their guests/visitors. If a student's guest(s)/visitor(s) violate the Code of Student Conduct or Housing and Residence Life policy, the hosting resident may be found responsible. Failure to comply with this policy may result in termination of the host's hosting agreement. Residents must have permission from their roommates to host a guest/visitor.

Escort Policy

Resident students are responsible for escorting their guests within the building at all times. The resident is responsible for informing their guest(s) of all university policies and regulations.

Loss of Privileges

Like most opportunities at the university, visitation is not a right, but rather a privilege that may be suspended at any time for violations of policies stated in this handbook. Visitation privileges may be suspended administratively by the Office of Housing and Residence Life or by a judicial hearing officer as a result of disciplinary action.

Weapons

Weapons are prohibited in on campus housing. Old Dominion University enforces state law regarding the prohibition of firearms and/or other weapons on university.

What is a Weapon?

A weapon is anything likely to produce death or bodily injury when used in a manner contemplated by its design or construction. Weapons include but are not limited to the following:

- a knife
- a gun
- pepper spray
- projectiles
- any available object that could be used to hurt another person

What Kind of Weapon Can't I Bring to School?

- Most weapons are not permitted on campus. This list is just a few examples to give you an idea.
- any knife including a belt buckle knife, dirk, dagger, cane sword, pen knife, lipstick knife, switchblade, butterfly knife or any knife that has a blade longer than 3 inches, opens automatically or has more than one sharp edge
- any gun, including air rifle or BB gun (University Policies and Procedures #1800)
- nunchaku
- metal knuckles
- any concealed weapon (hidden from plain sight)

When Can I Have a Weapon?

Some self defense weapons can be carried on campus within legal limits. i.e., you can have pepper spray as long as it is for self defense, not larger than 2.5oz. and has a "Warning" label.

What About if You Have a Knife?

You can have a pocket knife, as long as the blade is not more than 3 inches long, it does not open automatically and has only one sharp edge.

What Happens If I am Found in Possession of a Weapon on Campus?

The punishment for having weapons on campus may include removal from housing, summary dismissal, and/or other penalties permitted under the Code of Student

Conduct. In addition, you may be committing a crime and punishments may include fine and/or imprisonment. For further information regarding weapons on campus, contact Crime Prevention at: (757) 683-4000

Weapons Related Laws

[18.2-279](#) to 18.2-312 Code of Virginia
<http://leg1.state.va.us>

What if I have a Concealed Weapons Permit?

The Attorney General has issued an opinion that the University may prohibit weapons in the possession of students from campus. Old Dominion University has chosen to prohibit such weapons on campus into university housing. Therefore, you are not permitted to bring a weapon on campus contrary to University policy.

NOTE: There are special circumstances when a firearm may be authorized on campus, for instance, ODU Police Officers, FBI Agents, or other local Police Departments. Other examples include for use by ROTC, theatrical performances, movie shoots, class instruction, etc. Written authorization to possess a firearm on campus must be obtained through the ODU Police Department. Contact the Watch Commander at (757) 683-4000 for further information.

For further information on Commonwealth of Virginia Laws:
<http://leg1.state.va.us>

Windows and Screens

In an effort to maintain safety and security for our residents, if a student is caught tampering with a window or security screen other than in an emergency situation, they will be fined \$50 and face referral to student conduct system. Screens and blinds are not to be removed, unless an emergency.

Also, in an effort to conserve energy and minimize the cost to all students, windows should remain closed at all times unless the heating or air conditioning systems have malfunctioned and you are instructed to open your windows.

Window Security Clips

Windows that are susceptible to entry have been fitted with devices to limit the distance the window can be raised or opened. These were installed to protect the residents and the physical facility. It is vital that these clips not be removed or altered in any manner. Removal or the destruction of window clips will result in an administrative charge of **\$50** and may result in disciplinary action.

Safety and Security

Each student's safety and security is the number one concern of Old Dominion University. Many of our policies are developed with this issue in mind. Old Dominion University has designed and constructed their student housing with many safety features and takes

violations in this area to be extremely serious in nature. Tampering with the safety equipment places all residents at risk and will not be tolerated.

Fire Safety

All suites and apartments are equipped with smoke detectors and fire extinguishers. Fire alarm pull stations are located on each corridor. This equipment is regularly checked to insure that it is in good working condition. If an emergency situation arises when you need to use the fire extinguisher, you must notify your RA or Staff Member on Duty for University Village & Nusbaum Apartments immediately after the time the incident occurred and call Maintenance Direct (757/683-4948). Failure to notify the RA, or Staff Member on Duty will result in disciplinary action as well as a fee to recharge the extinguisher. Also, if the smoke detector in your room beeps because of a weak battery, follow the process for Maintenance Direct to request a new battery be installed.

Prohibited Items

Additionally students found with prohibited extension cords, appliances or blocking sprinklers will face fire safety violations and receive a fine of **\$75**.

Negligent Alarms

Residences with kitchens/kitchenettes pose a unique opportunity for fire safety concerns. Residents who set off a fire alarm as a result of cooking will face a fine of **\$50** for negligent alarms. As there have been recent cases where students forgot they had anything on the stove resulting in a kitchen fire, it is vital that you have full focus as you cook.

Tampering with Fire Safety Equipment

Setting off a false alarm makes the system ineffectual and endangers the lives of other residents. Any student who tampers with fire/safety equipment or interferes with the operation of the alarm system, or damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or an exit sign is subject to severe disciplinary action, including dismissal from the residence halls and fines of **\$200**.

Deliberately Setting Off False Fire Alarm

Any student who deliberately sets off a false alarm is subject to severe disciplinary action, including dismissal from the residence halls and possible suspension from the university, **university fines of \$500** and any and all costs associated with the violation; and arrest. Students may be removed from student housing for tampering with any life safety feature of their building.

Fire Exit Doors

Fire exit doors are to be used only in the event of a fire alarm. If used during any other time, you will be charged with a violation of university policy.

Fire Alarms/Evacuation Procedures

In order to protect your life, and the lives of others, you must assume that there is an emergency when the fire alarm sounds. At the sound of the alarm, quickly and calmly exit the building and report to the designated outside assembly area for your floor. Do not re- enter the building for any purpose until you are directed to do so by the proper authorities. Failure to evacuate the building for any reason will result in being charged with a violation of university policy. To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted each semester. All persons inside the building during emergency drills are required to evacuate the building.

Additional Fire Safety Concerns

Candles, incense, oil lamps, kerosene lamps, open flames or any incendiary devices, tiki torches, etc. are not permitted in the residence halls or the areas surrounding the residence halls and university owned apartments. These items produce an open flame or hotspot that produces smoke.

They may inadvertently set off the smoke alarm system causing a false alarm. Students caught in possession of candles or incense, first offense, will be fined **\$75**. Students caught burning candles or smoking in a residence hall building will be **fined \$100**.

Students are encouraged to bring irons and curling irons that have an automatic turn-off feature. The use of multi-outlet plugs is prohibited, except those with built-in 15 amp circuit breakers or greater. Live Christmas trees are not permitted in student rooms. No fireworks or gas grills are allowed in or around any residence life area. Motorized vehicles and other internal combustion engines may not be parked or stored at any location in or around the student residences other than in authorized parking lots/spaces.

Walls of any campus housing facility may not be covered by cardboard and no wall may have more than 50% of its total area covered by any material including paper, fabric, metal, etc. The storage or use of flammable liquids or substances is strictly prohibited.

Students are not allowed to bring halogen lamps to their room, apartment or suite. Halogen lamps burn up to 10 times hotter than an ordinary light bulb, causing a potential fire hazard. Electrical appliances with exposed heating elements are prohibited. All appliances must be U.L. approved.

Keeping with university policy, residents in campus housing should store nothing, including bicycles, under any stairwell, attached to fire equipment, or placed in any manner that interferes with exit from the building.

Fire fighting, detection and alarm equipment is provided for the protection of all residents. Misuse of, or tampering with, this equipment is a violation of university regulations and state criminal statutes, and may result in any one or combination of the following: immediate termination of the student's housing agreement, university disciplinary action and University fines, criminal fines and/or imprisonment. Students are required by state law to evacuate a residence hall when a fire alarm is activated or during other emergencies. Failure to evacuate, first offense, will result in a charge of **\$50**. Failure to evacuate, second offense, will result in a charge of **\$75** and referral to student conduct system.

Smoking is prohibited in all university facilities and within 20 feet of a building's entrance. Students caught smoking in a residence hall building will face fines of **\$100**.

Theft Prevention

Theft can be a serious problem in any residence hall. The majority of thefts in campus housing are the result of resident carelessness. Theft is most likely to occur when students leave their personal items unguarded in public areas or as a result of leaving their room unlocked while the room is not occupied. By observing the following precautions, you can help protect your personal property:

1. Lock your room when out---even for just a few minutes. Keep your door locked when sleeping.
2. Never lend your room or apartment key to anyone.
3. Keep your valuables in a safe place. Do not leave valuables in the open and unattended.
4. Report suspicious persons to your residence hall staff or the University Police (757/683-4000).
5. Do not prop open locked outside doors and stairwell doors. Be certain they close and lock behind you when you enter your building. Do not allow anyone other than guests for which you are responsible to enter the building behind you.
6. Report lost keys to the front desk immediately.

Theft, Loss or Damage of Personal Property

The university is not responsible for loss or damage to personal property of items brought to campus by residents. We encourage you to carry personal property insurance. Before purchasing personal property or renters insurance, you should check your parent's homeowner's or renter's insurance policy to see if your property is covered in your room or apartment while you are living in campus housing. Many students will find that existing family insurance policies will cover their items while they are away at school. If your family's policy does not cover your items, it is recommended that you purchase a policy.

It is important that you report all thefts, vandalism, or attempted thefts to the University Police (757/683-4000) and the RHD for your building. Be alert for persons who appear out of place or act in an unusual manner in the residence hall and report these individuals to the front desk immediately.

Appendix A Housing Agreement

Students are advised to be aware of the following information before signing a housing agreement. When you sign your housing agreement, you accept the conditions and terms set forth by this agreement. At times, students overlook their responsibility to follow the policies in this booklet and the ODU Handbook and Code of Student Life. This could result in a financial charge and/or disciplinary action.

Please read the following information carefully. It contains descriptions of important elements of your student residence contract.

2008-2009 STUDENT HOUSING AGREEMENT

1. PERIOD OF CONTRACT: This Housing Agreement is a binding legal agreement that details a set of terms and conditions that the resident must follow. Additionally, the resident understands that she or he is requesting a space and committing to on-campus housing for the entire academic year of 2008-09. The resident accepts responsibility and understands that the Housing Agreement is for the full room-rent charges as outlined in this agreement. The resident is obligated to perform on the agreement through the final closing of the residence halls for the 2009 spring term even if the resident enters into the agreement for the spring term only unless stated differently in this agreement.

2. AGREEMENT PERIOD: This agreement is for the full academic year or for the portion of the academic year remaining at the time of assignment. This agreement begins on the Saturday proceeding the first day of classes and ends on the last day of exams. In the spring term, the agreement begins on the Sunday preceding the first day of classes and ends on the last day of exams. Assigned space not occupied by 5 p.m. on the first day of class may be reassigned to another student. Non-occupancy of assigned space, however, does not terminate the Housing Agreement. If a resident should, with the permission of the university, move in or occupy a residence room earlier than the starting date of this agreement or after the closing date of student housing, the resident will be charged \$25 per day. Residents assigned to a room for a period other than a full term will be assessed prorated charges based upon their length of occupancy. The university does not provide room accommodations during the semester/term or spring break periods except in designated residence areas. Residents assigned to Powhatan, Nusbaum and Village One and Two have entered into a ten month housing agreement that begins on August 1, 2008 and ends on May 31, 2009. Residents of Village Three through Ten agree to a rental period of August 15, 2008 through July 31, 2009. Residents may be housed on a space available basis at a nominal fee at the discretion of the university.

3. ROOM ASSIGNMENTS: The University's acceptance of this agreement does not guarantee a specific room assignment. Room assignments are primarily based upon the date of application and personal data listed on the agreement. No specific room assignment based solely upon a resident's request is guaranteed or implied. The resident understands that the university makes all assignments based on the university's non-discriminatory statement. If housing demand exceeds room-assignment capacity, the university reserves the right to use designated temporary room assignments pending assignment/relocation to a permanent living space. If a vacancy occurs in an assigned room, the remaining resident agrees to accept another roommate as assigned, move into another room if requested or pay the additional charges for single occupancy. Options depend upon availability at the time of consolidation.

4. THE UNIVERSITY RESERVES THE RIGHT TO:

- cancel the Housing Agreement and/or authorize, change or deny roommate changes and room assignments in the interest of health, discipline, administrative expediency or as considered necessary and in so doing, require a student to vacate the room or to move from one room or residential building to another
- cancel agreements of students declared academically ineligible causing loss of room assignment
- charge and collect damage fees and administrative fines for unauthorized use of equipment; building or room alterations; health and safety violations; and special cleaning as necessitated by improper use of rooms, public areas, equipment, damages or vandalism
- charge and collect fees associated with the enforcement of the terms of this agreement, including but not limited to reasonable attorney fees
- change room rent rates as well as Student Housing policies without prior notice
- enter student rooms as necessary for repairs, inspections and enforcement of university policy

5. SPRING PREPAYMENT OF RENT (\$150): A \$150 prepayment of rent must be submitted by all students applying for on-campus housing. This prepayment of rent will be applied as a credit to the student's account in spring 2009 thus reducing spring rent by \$150.

6. RULES, POLICIES AND REGULATIONS: The resident agrees to become aware of and observe all published rules affecting his/her status with the university included in the agreement by reference are these university publications: *ODU Student Handbook*, *Honor Code*, and *Residence Hall Handbook*. Copies are available at www.odu.edu/housing or at the Office of Student Housing upon request. The resident may not sublease or rent a room space or permit another person to share a private room. The resident shall observe all university and residence hall regulations. Failure to do so may result in temporary or permanent suspension from the residence halls with forfeiture of all housing fees. Disciplinary action may also be taken by the university in accordance with established rules and regulations.

7. APPEALS, CANCELLATIONS, WITHDRAWALS AND REFUNDS: Enrolled students will be responsible for the full cost of room rent for the agreement period. **Cancellations of this agreement with full refund of the \$150 prepayment of spring rent will be accepted until May 1, 2008 for the fall 2008 semester; and November 1, 2008 (students moving into housing for the spring only) for the spring 2009 semester.** Students deciding not to attend the university after these dates will forfeit the \$150 prepayment but will be relieved of their contractual obligations if notification is received in writing. Students withdrawing from the university after the first 10 class days will be held liable for the prorated cost of room rent based upon the date that they move out of campus housing. This amount may be billed to the student independent of any university prorated refund. There will be no refund made in the case of a student's being suspended from the university or removed from the residence halls for disciplinary reasons. Students may be released from their contractual obligations for on-campus housing without forfeiture of the spring semester charges in the following cases only:

- | | |
|--|---|
| a. Withdrawal or graduation from the university | e. Student teaching outside of commuting distance |
| b. Marriage (proof required) | f. An involuntary call-up for military service |
| c. Transfer to another university (proof required) | g. Co-op, internship or similar approved programs outside of commuting distance |
| d. Participation in an approved exchange program | |

Requests to be released from spring-term obligations under one of the above listed areas must be made in writing to the Office of Student Housing prior to November 1, 2008 to avoid forfeiting the \$150 prepayment of rent. Students wishing to commute from home must complete and submit a Commuter Form (available at www.odu.edu/housing or from the Office of Student Housing) prior to August 1, 2008, for the fall 2008 semester, and November 1, 2008, for the spring 2009 semester to avoid forfeiting the \$150 prepayment of rent. If a student is approved to commute from home, the student will be released from this Agreement provided that the student continues to follow the commuter policy through the end of the spring 2009 semester.

8. TERMINATION BY UNIVERSITY: This agreement may be terminated for disciplinary reasons by the university and/or Student Housing, including dismissal from the university. In the case of termination of this agreement by the university and/or Student Housing, the student

will be financially responsible for the entire rental cost of the agreement period. The university has the authority to deny or remove a student from student housing where the presence or continued presence of a student in the residence hall poses a significant risk to the health or safety of the student or others. In making his assessment, the university reserves the right to consult with and refer the student to a mental and/or healthcare facility or provide for an evaluation.

9. LIABILITY: The university is not responsible for the resident's or other person's loss of money or valuables, or for the loss of or damage to personal property and recommends that the resident contact an insurance carrier concerning the availability of protection against such losses. By signing this Housing Agreement, the resident waives any claims against the university for the loss of or damage to personal property.

I hereby certify that I have read the document entitled *Terms and Conditions* in full and understand the terms thereof. I acknowledge that the University will not grant this agreement unless personal guarantee of payment of all charges or obligations there under is made. I understand this agreement obligates me to reside in University Student Housing for the entire academic year, or remainder thereof, as applicable.

Student Signature Date

Parent/Guardian Signature Date (if student is under 18 years of age)

Student Name (PRINTED) UIN