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WELCOME TO UNIVERSITY HOUSING

Congratulations! You have made a great decision choosing to live in a residential facility at Florida A&M University. For over a century, our facilities have housed and contributed to the education and development of military leaders, business executives, outstanding educators, religious leaders, internationally known sports figures, famous musicians, and leaders of many other professions. We are extremely happy to have you join this illustrious line of graduates who have resided in the residential facilities at the University.

You are about to begin one of the most exciting and challenging experiences of your lifetime. During your first year of college, you will be in a new environment composed of new people, decisions and responsibilities. University Housing can assist you through this transition as well as better enable you to take full advantage of all the enrichments the University has to offer. Living on campus makes it easier to meet new friends, attend campus events and get acquainted with the University environment. You have a tremendous opportunity to learn more about yourself, others and the world around you while living in a residence hall. The University’s residential facilities were designed to compliment the philosophy and purposes of the University and provide an interesting and challenging atmosphere in which to live. The primary purpose of the residential facilities’ staff is to provide educational programs and well-maintained facilities to assist in achieving your educational goals. University Housing offers a comprehensive program to meet students' various needs. Whether you are beginning or continuing your collegiate experience, University Housing encourages you to consider the advantages of campus living.

By living on campus, you have the convenience of living near classrooms and the opportunity to participate in a variety of programs and activities. University Housing complements your academic and personal interests by offering special developmental programs within the residential facilities. Campus living offers helpful and supportive staff, faculty interaction, academic support, leadership development, and employment opportunities.

The emphasis in the residential facilities living is “Education;” an education both in the sense of the academic purposes of the University and in terms of the personal educational process that takes place during each resident’s development.

We, the members of the University Housing Staff, are delighted you have chosen to live with us, and we hope you will remember that we firmly believe that…

“YOU ARE THE REASON WE ARE AT THE UNIVERSITY”

In Rattler Pride and Tradition,

Isaac B. Brundage
Director of University Housing
RESIDENCE LIFE STAFF
The Residence Life Staff consists of full-time professionals and student staff, and is responsible for residential facilities functions including student well-being, facility maintenance, programs, policy formation and enforcement, and hall association advising.

Resident Assistants
Resident Assistants are selected and trained to be a vital resource to students in all of the Residence Hall and apartment areas. They are responsible for specific floors or areas of their facility and are supervised by the Resident Director. Resident Assistants are also responsible for sponsoring programs and activities, performing administrative tasks while working in the office, upholding University and Residence Hall policies, and assisting all resident students in making the most of their Residence Life experience.

Clerks
Clerks assist in maintaining daily office hours, twenty-four hour operation for safety and security. Their responsibility includes health and safety, administrative functions, answering telephones, and assisting the needs of the residents.

Resident Directors
The Resident Directors are full-time professional staff members who have primary responsibility for the overall supervision, including discipline of the residence hall community. Resident Directors are concerned with helping students utilize the facilities to the fullest advantage, aiding student adjustment to University life, and serving as advisors to students and organizations within the residential facilities.

Custodial Housekeepers
The building housekeepers are responsible for normal cleaning duties in public areas (hallways, lounges, stairwells) and community facilities. Custodial services cannot be refused by residents. Residents are responsible for cleaning their own rooms and apartments, including taking personal trash to dumpsters that are adjacent to the facility. Residents who fail to take their trash to the dumpsters will be assessed a fine.

Maintenance Staff
The maintenance staff is responsible for repairs in the residential facilities. Maintenance problems should be reported to Residence Hall staff members immediately. Do not call the maintenance department directly for repairs. Note: Residents should never attempt to make room repairs themselves.

GETTING INVOLVED
Inter-Residence Hall Association (IRHA)
The IRHA is the campus-wide organization that works to become the voice for all students living on campus. All students residing on-campus are automatically members of the IRHA and are encouraged to become involved. The purpose of the IRHA is to promote unity and community among residents and to provide quality educational and social programming. IRHA Meetings will occur on a weekly basis (day and time to be announced) and are led by an elected Executive Board (President, Vice President, Secretary and Treasurer).

Residence Hall Advisory Councils
Each Residence Hall and apartment area will have an Advisory Council which will be led by an elected Executive Board (President, Vice President, Secretary and Treasurer). Advisory Councils will serve as the governing board of their respective Residence Halls and will play a role in the decision making process (i.e. recommending Residence Hall improvements, determining Group Billings, etc.), will conduct fund raisers, sponsor programs and activities and send representatives to IRHA meetings.

Programs and Activities
All Residence Halls and apartment areas will have a variety of programs and activities throughout the year. Residents are encouraged to take part in all that is offered. Please see forthcoming information regarding various programs that will take place throughout the year (i.e. Project P.R.I.D.E., Rattler Res-Hall Rumble, Orange Card Credits, Intramurals, etc.).
SERVICES

Storage
Because of space limitations, the University is unable to offer additional storage space for personal belongings other than closet space and space under beds in each resident’s room. Any personal belongings left in public areas or closets are subject to disposal. Items may not be stored in any other areas on campus without proper authorization.

Post Office Box Assignment and Mail Services
All residents living in the residential facilities will be assigned and issued a FAMU post office mailbox at the University Post Office. To receive a mailbox, a resident must take a copy of the housing assignment form to the University Post Office or by signing up for a mailbox using the new on-line registration form. All mail will be picked up at the FAMU Post Office. Mail is delivered Monday through Friday, excluding National holidays. All outgoing mail should include your return address and incoming mail should be addressed to you as follows:

Address for UPS/Federal Express/Airborne Packages
- Name
- Florida A&M University
- Facility Name and Room Number
- Tallahassee, Florida 32307

Address for Letter and Other Packages sent via standard US postal service delivery:
- Name
- Florida A&M University
- Post Office Box #
- Tallahassee, Florida 32307

Identification Cards
Every enrolled student at the University is required to have an official University Identification Card (I.D.); the “Rattler Card.” Each resident should have an I.D. picture taken during the first week of enrollment and should carry the I.D. at all times while on campus. NOTE: University I.D. Cards are not only used to identify FAMU Students, but are also used to obtain meals in University dining areas, to obtain access to University resources and events, and to check-out materials from the University Library.

Laundry Facilities
Washers and dryers are located on campus in the following residential facilities: Cropper, Gibbs, Paddyfote, Wheatley, Truth, and McGuinn Halls, Palmetto Street North, Palmetto Street South, and Phase III Apartments. Any refunds due to malfunctioning machines may be received from the Office of Administrative Services located in Room G20 of the Foote-Hilyer Administration Building or by calling 599-3090.

Room Telephones
Is there a telephone line in my room? A telephone line is provided in each resident room. Residents are responsible for providing their own phone. Students will also need to provide their own answering machine if one is desired. Students are not permitted to accept collect calls because the telephone system will not allow the call to go through. To make a long distance call from the room the resident will need to purchase a long distance telephone calling card or establish long distance service through the local telephone company (Sprint). University Housing is not responsible for long distance calling cards or long distance services.

Health Insurance
The health service fee, which you pay as part of your tuition, covers only those services provided at the University Health Service Center. The health fees do not cover hospital expenses and the like. It is strongly suggested that every resident have health insurance coverage, and should bring a copy of the health insurance card when they come to FAMU. Ask your family if you are covered by their insurance plan while you are in college. If you need health insurance, many plans are available to the general public. You may contact the University
Health Service Center concerning a plan, which the University has arranged for its residents.

Automobile Registration
All motor vehicles operated on University property must be registered and bear a FAMU decal or permit. Residents may register their motor vehicles at the FAMU Parking Services Office. Residents must have proof of vehicle ownership, valid driver’s license, University Identification Card, proof of insurance, and a class schedule at the time of registration. The University does not allow freshmen living on campus to register a vehicle on campus.

Bulletin Boards
The material on the bulletin boards in the residential facilities is for YOU. Be sure to read it carefully. If you wish to post something, please ask your Resident Director or the Resident Assistant. Also, bulletin boards will display the monthly programming themes/residence hall meetings indicating the program locations, dates and times. We invite you to get involved in your residential facility!!!

Vacuum Cleaners
See your Resident Assistant or other Residence Hall staff members to obtain/borrow a vacuum cleaner.

Pest Control
Where there are residents, there is food; and where there is food, there are pests. Here are a few ways to prevent pest problems in your room:

- Keep snacks in tightly covered containers
- If you spill something, clean it immediately
- Remove empty cans, bottles, and food boxes daily

The University has a pest control service that sprays your room and the buildings periodically. If you have a problem with bugs, body lice or any other pests, notify your facility staff immediately.

Students with Disabilities
The Equal Opportunity Program which serves students with disabilities is located on 676 Ardelia Street. The services are varied and are free to students. Services are offered for those that are physically limited or those with learning limitations. Accommodations can include extended testing time and an isolated testing environment, a note taker, large printed materials, an interpreter, a reader, the use of adaptive equipment or the use of a computer. Disabilities that adjustments can be made for are chronic medical conditions, emotional/psychological disabilities, hearing impairments, learning disabilities, neurological impairments, orthopedic impairments, traumatic brain injury, or those that are visually impaired. For further information please call (850) 599-3076.

TV and Study Lounges
Many of the residential facilities have TV and Study Lounges for students’ convenience. Most lounge TVs are equipped with cable TV and Study Lounges afford residents with quiet places to study within the Residence Hall. For further information, please contact your Resident Director.

FAMU Police Department
The FAMU Police Department (Police Department) is a University community service and enforcement agency offering traffic, parking, crime prevention, and safety services, located in the Physical Plant Operation Center, Suite A132. The Police Department is deeply concerned about the safety and well being of students, faculty, staff, and visitors. To help further a safe learning environment, the Police Department conducts numerous safety programs such as rape awareness, bicycle safety, alcohol awareness, crime prevention, safety inspection, property identification, etc. In addition to these programs, the Police Department maintains a daily crime log in order to better inform the University community of current crime trends. Anyone wishing more information on crime statistics should contact the Police Department at (850) 599-3256.
Vending Machines
Vending machines are located throughout the residence hall areas. Consult your hall staff for the location of the nearest vending machine. For snack and drink machine refunds, please report amount lost to the Office of Administrative Services located in Room G20 of the Foote-Hilyer Administration Building or by contacting 599-3090.

Renter’s Insurance
Residents desiring insurance protection must make their own arrangements for the necessary coverage. The University does not carry insurance covering the loss and damage (due to water leak, fire, etc.) to residents’ personal property. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Information regarding reputable vendors is available at the Housing Office, Gibbs Hall. Neither the University nor Housing Department benefits from any policies residents purchase from the Insurance Companies.

Room Repairs and Damages
Report all needed repairs to your facility office. No charge will be assessed for repairs resulting from normal wear and tear. Any damages in the room prior to check-in should be marked on the Room Condition Form. Please review the form to ensure that any damages are noted. If, during the course of any given semester, damages occur within your room you must immediately report these damages to your staff. Damages that are caused by the resident or the resident’s guest(s) will be placed on a work order with an attached damage statement for the billing of such repairs.

Sodexho (University Dining Services)
Our dining program has been designed with you in mind. Flexibility, varied hours, and a choice of dining locations will enable you to find the perfect place at the perfect time. For more information call (850) 599-3245.

Computer Labs
Computer labs are located in Wheatley, McGuinn, Paddyfote, Gibbs Halls, Palmetto Street North, Palmetto Street South, and Palmetto Phase III Apartments. These labs are for residents’ use only. Please check with the hall office for access to and operation hours of the lab. As a courtesy to others that may be using the equipment, and to protect the equipment, food and drinks are not allowed in the computer labs.

SAFETY AND SECURITY
Security in the residential facilities is a joint responsibility of the residents and the University. University Housing and the Police Department provides resident students with security resources which include on-going education programs, safety-related policies and sanctions for violators of policies, and staff assistance for dealing with security issues and emergencies. However, the safety and security of our community is all our responsibility. You are the most important part of our cooperative effort to provide a safe and secure community. You can do your part to keep your room and facility secure by locking your room door when you leave it unattended; utilizing peep holes; not keeping large amounts of money in your room; keeping valuables in a safe place; making sure exterior doors are locked if you go through one; maintaining possession of your key and if lost, reporting it; and reporting unaccompanied strangers on your floor. All facilities are closed to guests and deliveries from 12:00 midnight to 9:00 a.m., daily. To protect your personal property, you should put an identifying mark on your property and record the serial numbers of your property. FAMU Police Department will mark your property for you should you desire them to do so. The University is not responsible for lost, stolen or damaged property. Information concerning theft & fire insurance is available in your facility office or in the Housing Office. If you have a car, do not forget to keep it locked. Do not leave valuables visible in the passenger compartment.

Residence Hall Entry Doors
An electronic access system has been installed on selected doors of various residential facilities. Residents living in those facilities can gain access to their facility at any time by utilizing their key card in the electronic device on the appropriate door. Misuse or destruction of an electronic access device can result in residents being charged
and evicted. In addition, residence hall entry doors are NEVER to be propped open and students should abide by the time regulations regarding their use. After 7:00pm, only the main entrances of the residence halls should be used.

Residence Halls should only be entered or exited by way of an entry door (except in cases of emergency). In other words, individuals are prohibited from entering or exiting through windows, fire escapes or basement hatchways.

**Fire Drills**
The University endeavors to provide its faculty, staff and students with the assurance that the environment in which they work, study and live is safe from fire emergencies, and to assure them that if such emergency should develop they have the knowledge to protect themselves and remain safe. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed.

Fire drills are required in each occupied building on campus and are conducted as required. Drills shall be held at expected and unexpected times and under varying conditions to simulate the usual conditions that can occur in an actual emergency. There are two drills scheduled for each dormitory each semester, and one drill for each education and general building per year.

Fire drills are very vital and essential for emergency preparedness training. Drills shall include suitable procedures to assure all persons subject to the drill participate. Therefore, all occupants shall take part in the fire drill and evacuate the building immediately. Residents not leaving the facility in a reasonable amount of time during a fire drill will be charged and receive disciplinary actions.

**Evacuation Procedures**
When the fire alarm sounds…

- React promptly.
- Take your room key.
- Proceed to the door of your room and check it for heat with the back of your hand. If COOL, open the door slowly and check for smoke in the hall.
- If no smoke is present, exit the door, lock your door, proceed to the nearest exit through the stairwell or ground floor exit and evacuate the building. **DO NOT USE THE ELEVATOR.**
- Do not enter the building until the fire alarm is silenced and you are instructed that it is safe to enter under the direction of staff or FAMU Police.
- If your door handle is HOT, or if there is SMOKE present **DO NOT** open the door.
- Stay in the room and dial 911.
- Pack towels or blankets under the door.
- Wave a brightly colored item out the window for ease of recognition.

**Fire Alarm Procedures**
If you discover a fire…

- Close the door to the room where the fire is located.
- Activate the building fire alarm system by pulling the nearest alarm pull station.
- Notify the staff at your facility or call from a safe location in the building or from another building.
The local emergency number is “911” or dial “0” for the campus operator and provide your exact location and what is burning.

Evacuate the building by way of the nearest exit. **DO NOT USE THE ELEVATOR.**

Do not attempt to enter the building until a staff member or police officer has given permission. (Failure to cooperate with evacuation procedures, police or staff will result in disciplinary actions).

**False Alarm of Fire**

**Florida Statutes 806.101** prohibits the act of **False Alarm of Fire as follows:** Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates, or cause to be made or circulated, a false alarm of fire, shall for the first conviction be guilty of a misdemeanor of the first degree, punishable as provided in s.775.082 or s. 775.083. A second or subsequent conviction under this section shall constitute a felony of the third degree, punishable a provided in s. 775.082, s. 775.083, or 775.084. This act should be reported whenever anyone is seen committing this act. Such acts cause occupants to become complacent and refuse to leave the building whenever the fire alarms are activated, even in a real fire emergency. This could be potentially tragic. Such act is a cause for response from the Tallahassee Fire Department, which is a waste of valuable time and resources. Further, this causes disruption of normal operation in the affected facility. If a pattern of false alarms can be traced to a particular floor, and it cannot be determined which resident(s) is responsible, all residents residing on that floor are subject to charges for those false alarms.

**Portable Fire Extinguishers**

Portable fire extinguishers are located in all buildings on campus at various locations. These fire extinguishers are provided for the purpose of extinguishing fire when necessary. It is against the law to tamper with or remove fire extinguishers. Thus, they should only be used in an emergency situation. If anyone is seen tampering with a fire extinguisher, this should be reported immediately.

**Smoke Detectors**

Smoke detectors are provided throughout the Residential Facilities for the safety and protection of everyone living in the building. It is against policy to tamper with, dismantle, or cover any smoke detector in any way. If the smoke detector in your room needs to be replaced (indicated by a beep every few minutes), please alert your Residence Hall staff. **DO NOT ATTEMPT TO REPLACE OR REMOVE THE SMOKE DETECTOR YOURSELF.** Rooms with dismantled smoke detectors are in violation and will be fined.

**Sprinkler Heads**

Sprinkler heads are located in some of the campus apartments. Students have been known to hang things on the sprinkler heads and cause damage to the head. In this instance water is profusely dumped in the building causing severe water damage to their apartment and to others below. **Nothing shall be hung on any sprinkler head at any time.** Also, care must be taken to avoid accidental damage to the sprinkler heads. Violators will be fined and shall pay the cost of damages to the equipment and property of other residents, and the University.

**Candles**

No candles are to be present and/or used by students in their rooms. Candles present a very severe fire hazard, being an open flame. These types of fires quite often cause multiple deaths and millions of dollars in property damages. Please take note and never use candles in your rooms.

**Weather**

The Tallahassee area is subject to severe weather which includes thunderstorms, tornadoes, and hurricanes. For that reason, you are not to have any type of antenna or electrical appliance in your room windows. Local radio and television stations announce severe weather watches and warnings when the weather conditions dictate.
In the event that a hurricane or tornado should come into the Gulf of Mexico and turn toward the Florida Big Bend area, your facility staff will distribute specific hurricane preparation information to you.

The residential facilities on campus are not designated as emergency shelters. Should a severe weather report dictate a hurricane, tornado or storm warning, you should follow the below procedures:

1. Go to the lowest floor possible. If you cannot reach a lower floor, stay away from windows and go to an interior hallway.
2. Sit on the floor with your back to the stairwell or in the central portions of your room away from windows.
3. If a storm strikes, duck your head between your knees and cover the back of your head with your hands for protection.
4. Try to remain calm.
5. Do not move from shelter until the severe weather is well out of the area or instructed by a staff member.

**Accident and Illness**

If you become ill or have an accident while living in the residential facilities, contact the Resident Health Service Center (Health Services) at (850) 599-3777. Health Services is located on the first floor of the Foote-Hilyer Administration Building. Health Services is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Should you sustain an injury or become ill at a time when Health Services is closed, there are two hospitals located in Tallahassee. Capital Regional Medical Center, (850) 325-5093 and Tallahassee Memorial Regional Medical Center, (850) 431-0748. Should you need the services of an ambulance, dial 911 or call the FAMU Police Department at 599-3256, 3607. Please keep your insurance card with you at all times.

Residents with pre-existing medical conditions are encouraged to inform Health Services and the Housing Department. We also recommended that you inform your Residence Hall Director of any pre-existing medical conditions.

**Outside Disturbance**

In the event of a disturbance around the residential facilities, all residents should follow these procedures: (1) Return to your room, (2) call the staff and/or FAMU Police, and (3) close all windows, blinds and stay away from the windows (do not throw items from windows, do not lean out of windows, and do not yell from windows). In other words, do not participate in a disturbance.

**Maintenance**

In the event of a maintenance emergency (i.e. flood, power outage, broken lock mechanism, etc.), contact the staff of your residential facility immediately.

**Sexual Assault**

The University is committed to providing an educational atmosphere in which students can achieve their goals and maximize their potential. When students experience sexual violence (such as rape or dating violence), their sense of safety and trust are violated, which can seriously interfere with their lives and educational goals. Sexual assault is a serious, violent crime and is a flagrant violation of the University’s standards of conduct. Students who are sexually assaulted or who are in violent relationships have a variety of resources and courses of action available to them. If you have experienced sexual assault please do the following:

1. Report the incident to the Housing staff and the FAMU Police.
2. Seek medical assistance by contacting either the Student Health Center at (850) 561-3777, Tallahassee Memorial Hospital at (850) 431-1155, or Capital Regional Medical Center (850) 325-5093. (In the instance of rape, try to avoid
showering until medical assistance is sought in case a rape kit needs to be administered).

3. Seek emotional support through the University Counseling Center, located on 101 Sunshine Manor, (850) 599-3145.
4. Resident Life staff is also available for support.

DIVISION OF STUDENT AFFAIRS SUPPORT OFFICES AND RESOURCES

Career Services
The Career Services Office is located at the Student Union Plaza. All current and past students may register with the Career Services Office to be eligible for job bulletins and interviews with on-campus recruiters, to be placed on the database of active job seekers, and to have resumes on file for screening by potential employers. For more information please call (850) 599-3700.

Counseling Center and Assessment
The Counseling Center is located on campus at 101 Sunshine Manor. Services are free to all currently enrolled FAMU students. The office hours are Monday- Friday, 8:00 a.m. to 5:00 p.m.

The Counseling Center provides the following services: individual and group counseling for personal, academic, and career concerns; consultation and outreach; biofeedback; and crisis intervention. For more information please call (850) 599-3145.

Health Services
Student Health Services is located on campus at 114 FHAC. Health Services are available for care between 8:00 a.m. to 4:30 p.m., Monday through Friday when the University is in regular session. There is no charge for the services of the staff physician or the facility. There are nominal charges for laboratory tests and x-rays. Student Health Services can be reached at (850) 599-3777.

Office of Student Union and Activities
The Office of Student Union and Activities actively supports the mission of the University and the Division of Student Affairs by providing support services that facilitate the development and implementation of varied recreational, cultural, educational and social activities and programs for the students, faculty, staff, and alumni of the FAMU community. The total development of the student is paramount to the success of the individual student and the activities, programs, groups, organizations and clubs that are available to the University’s student body; and ultimately, increase the retention rate of the student body as they become more involved with the total institutional experience. For more information please contact (850) 599-3400.

Greek Community
The Greek Community at the University consists of all of the historically Black Fraternities and Sororities as well as local social organizations, honor societies and professional organizations. In order to function on campus, organizations are registered with the Office of Student Union and Activities, who works closely with individual organizations in the development of their programs and activities. The National Pan-Hellenic Council (NPHC) serves as the governing body for the Historically Black organizations that are registered with the Office of Student Union and Activities. For more information regarding individual chapters, please contact Student Activities at (850) 599-3400.

Residence Life
The University’s residential facilities were designed to compliment the philosophy and purposes of the University and provide an interesting and challenging atmosphere in which to live. The primary purpose of the residential facilities staff is to provide educational programs and well-maintained facilities to assist in achieving your educational goals.

The emphasis in the residential facilities is on “Education:” An education both in the sense of the academic purposes of the University and in terms of the personal educational process that takes place during each resident’s development.
To assist in developing an atmosphere that is conducive to studying, residents are asked to observe all the guidelines for all University residential facilities for the protection of the resident’s health, welfare, and property. Also, these guidelines are enforced to maintain an atmosphere that will enhance the growth and development of each resident in the residential environment.

**Mandatory Programs**
The Welcome/Orientation Programs in each facility are mandatory for all residents. These programs are designed to cover all rules and regulations of University Housing. These programs are helpful in preventing violations of the rules and regulations.

**Residence Life Assignments - Check-In**
Please check the University calendar for each semester’s published dates. Students are asked to check-in based on the first letter of their last name. Please do not attempt to check-in before your scheduled time.

<table>
<thead>
<tr>
<th>Letter Range</th>
<th>Check-In Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – E</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td>F – K</td>
<td>9:30 a.m.</td>
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<tr>
<td></td>
<td>12:00 noon</td>
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<tr>
<td>L – Q</td>
<td>12:00 noon</td>
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<tr>
<td></td>
<td>2:30 p.m.</td>
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<tr>
<td>R – Z</td>
<td>2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>For Students who miss their scheduled time</td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>

A Room Condition Form has been previously filled out by a Residence Hall staff member, indicating the condition of each room. If there are any problems with your room, please report them to your Resident Director immediately. Throughout the semester, please report to your Resident Director any damages that occur. You are financially responsible for all damages that occur in your room during your occupancy.

**Room Changes and Hall Changes**
Changes can be made only after receiving approval from the Housing Office assignment staff located in the Housing Office. Students wishing to move from one residence hall to another should speak with the assignment staff. All hall transfers (check-in and check-out) must be completed within a 24-hour period unless prior approval is given. Students who make unauthorized room/hall changes will be subject to disciplinary actions. Improper room changes will be fined $50.00, if the above procedures are not followed.

**Check-out procedures are as follows:**
1. Report to the Housing Office to complete a withdrawal and/or cancellation form (if leaving for the semester or year).
2. Complete appropriate paperwork with the Resident Director.
3. Remove all personal belongings from the room.
4. Make sure that the room is clean and orderly, and that all furniture is in its place.
5. Make an appointment with your facility staff to be checked out.
6. Staff will take your room key, pick up your Room Condition Form, and inspect your room with you present.
7. Any damages, missing furniture, or lost keys will be marked on your Room Condition Form and a damage statement will be issued to you.
8. After you and a facility staff member have signed your Room Condition Form and Residence Hall Registration Form, you have then completed your check-out. Students who fail to follow the above steps for proper check-out will have their rooms inspected in their absence and will be charged for any damages, assessed $50.00 for improper check-out; $150.00 if the room key is not returned; and $25.00 if the electronic access card is not returned. A financial hold will be placed until total payment is received by the University.
Break Housing
Room payments do not cover periods when classes are not in session except for apartments. Traditional residential facilities will be closed at the end of each semester.

Consolidation
University Housing reserves the right to consolidate vacancies by closing rooms, apartments, floors or facilities. Students in double accommodations with no roommate or apartment mate(s) will be consolidated. Private room, selected roommate, and particular requests are accommodated as much as possible in keeping with the above statement. Residents who fail to follow written directions concerning consolidation are subject to private room charges and/or disciplinary action.

Contract Release Request
Housing Agreements are binding for two semesters. Requests to terminate the contract may be considered, but must be submitted in writing. Please do not make other housing arrangements until you receive official notification that your request has been approved. For more specific details, contact the Housing Office or consult your copy of the housing contract. Sections 7, 9, and 10.

Admission Requirements
Students must be a University “admitted” and registered student to be eligible to live in University housing. Any exceptions to this requirement must be approved by the Housing Director or his designee.

Private Rooms
When available space permits, you may request a private room by payment of additional fees applicable to the particular semester upon approval. Payment of a private room guarantees you that no other person will be assigned for the specific semester. It does not entitle you to make the extra set of furnishings (where applicable) available to another student or guest. All furnishings are to remain in the room unless removed by Housing staff members.

Re-Application Process
The re-application process affords residents the opportunity to apply for housing online for subsequent years. Re-application information is available on the Housing website: http://168.223.2.120/StudentWeb/

Re-Assignments
Assignment guarantees space, not specific rooms within the residence hall. University Housing reserves the right to re-assign students to other spaces, rooms, or halls in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in his/her assigned space. Private rooms, selected roommate, and particular requests are accommodated as much as possible in keeping with the above statements.

Room Charges
Room charges will be included on your University bill and is payable to the University Financial Services according to the published deadlines.

Summer Session Housing
Housing is available for all summer sessions. Information will be provided after spring break. All students requiring summer housing must complete a summer housing application.

Withdrawal
Students who are withdrawing from the University during the semester must (1) Contact the Counseling and Assessment Center; (2) Contact the Housing Office and request termination of housing and board contract in writing; and (3) Complete check-out at the facility where you reside. Students have forty-eight (48) hours to move at the time of withdrawal.

Rights of Resident Students
In a community living situation, such as one finds in the residence halls, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residential facilities are entitled to certain rights:
1. The right to sleep.
2. The right to one’s personal belongings.
3. The right to free access to one’s room/suite facilities/apartment.
4. The right to a clean environment in which to live.
5. The right to read and study free from undue interference in one’s room.
6. The right to voice concerns and be heard.
7. The right to personal privacy.
8. The right to be free from verbal or written abuse, threats, intimidation or violence.

Responsibilities of Resident Students
Residents are expected to respond appropriately to the reasonable requests of other residents and all University staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guest(s). Procedures in all residence halls will be consistently and strictly enforced by University officials at all times. Violation of any of the following procedures may result in disciplinary action.

RESIDENCE HALL POLICIES & PROCEDURES
(Alphabetical)

Abandoned Property
In those instances where items are left in residence hall rooms after the resident has checked out or failed to properly check out at the end of the semester or the end of the academic year, or has withdrawn from the University but has failed to properly check out, the Department of Residence Life shall declare the property abandoned and it will be held for thirty (30) days before being discarded by the University. The University will pack and inventory all belongings and there will be a minimum of a $250.00 charge for storage should the items be claimed. A resident who does not return for any semester will be charged $5.00 per day beginning the day that the residence halls open until the resident returns and properly checks out. Should the resident not return by the no-show date, the resident’s property will be treated as abandoned as stated in the above statement.

Acrylic Nails
The processing of acrylic nails, barbering, and using chemical treatments are not allowed in the residence facility or apartments. Violators will be fined.

Alcohol
The University prohibits the use, sale, possession, manufacturing, bartering, and consumption of alcoholic beverages or containers in the residential facilities, about the campus, in public gathering areas, or in recreational areas or facilities on University campus or lease property. No alcoholic beverage containers, which are empty or filled, are allowed in the residential facilities. Any alcoholic beverages found will be confiscated. Residents found in possession of alcoholic beverages or containers will be fined and repeat violators may be evicted for the third offense.

Appliances
Residence halls have definite limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard. Small microwave ovens are permitted. Refrigerators which operate at 115 volts and are a maximum of 3.6 cubic feet are permitted in residence hall rooms. Only UL approved, sealed unit coffee makers and air popcorn poppers are allowed, but are not to be used for cooking purposes. Use of other appliances such as radios, TVs, stereos, desk lamps with non-halogen bulbs, or electric blankets are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. No outside antennae of any type are permitted.
Unauthorized appliances will be confiscated and stored until the student checks out. The student will be charged $25.00 for each appliance confiscated.

The following appliances are not permitted:

<table>
<thead>
<tr>
<th>Hot Plates</th>
<th>Immersion Heaters</th>
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</thead>
<tbody>
<tr>
<td>Ovens</td>
<td>George Foreman Grills</td>
</tr>
<tr>
<td>Crock Pots</td>
<td>Toaster Ovens</td>
</tr>
<tr>
<td>Toasters</td>
<td>Electric Skillets</td>
</tr>
<tr>
<td>Space Heaters</td>
<td>Sun Lamps or Tanning Beds</td>
</tr>
<tr>
<td>Halogen Lamps</td>
<td>Any Open Faced or Heating Appliance</td>
</tr>
<tr>
<td>Broilers</td>
<td>Barbeque Grills</td>
</tr>
</tbody>
</table>

Bicycles/Motorcycles
Motorcycle, mopeds, or any motorized vehicles cannot be stored in any residential facility. Bicycles may not block the hallways or doorways of the residential facilities. Bicycles can be stored in residence hall rooms with the consent of the roommate. If a bicycle is stored in a room it must not block the door or be ridden in the hall. Bicycles may not be tied, locked, or secured in any way to permanent fixtures to include but not limited to:
- A. Buildings
- B. Trees
- C. Handrails
- D. Banisters
- E. Walk Guardrails

Bicycles secured to permanent fixtures will be removed at owner’s expense. A resident violating this policy will be subject to a $25.00 fine, second violation will result in a $25.00 fine and removal at owner’s expense.

Motorcycles must be registered with the FAMU Police Department as if it were a four-wheeled vehicle. Motorcycles, mopeds, motor scooters, and other internal combustion engine vehicles should never be brought into the residence halls. Gasoline cans are not permitted in residence halls.

Bomb Threats
If you receive a bomb threat or any other threatening phone call; gain as much information from the caller as possible; leave your phone off of the hook; and notify the FAMU POLICE Department.

Card Access System
An electronic access system has been installed on selected doors of various residential facilities. Residents living in those facilities can gain access to their facility at any time by utilizing their key card in the electronic device on the appropriate door. Misuse or destruction of an electronic access device can result in residents being charged and evicted. Also, residents should not give their access card to anyone else and will be charged $25 if the card becomes lost.

Chalking
Chalking of sidewalks or brick must be approved by the Resident Director prior to chalking. The chalked area must be removed no later than 24 hours after the event.

Christmas or Holiday Trees
Due to the National Fire Protection Association codes and safety concerns within residence halls, cut/live Christmas trees are not permitted in residence hall rooms.

Cleanliness
The cleanliness of rooms or apartments is the responsibility of the occupants, and the living areas are to be properly maintained on a daily basis. For rooms and apartments with carpet, vacuum cleaners are available from either the Resident Assistants or the facility office. Residents in rooms or apartments with tile floors may borrow brooms, dustpans and mops from their facility office, but are encouraged to purchase their own. All trash must be placed in the dumpsters located adjacent to all residential facilities. Do not leave trash or grease (cooking oil) in hallways, balconies, stairwells, bathrooms, closets, lobbies or other areas inside the facility. Residents shall be charged $75.00 for a dirty room or for throwing trash outside of a room or apartment. Residents will receive fines for improper disposal of trash throughout the facility.
Cohabitation
Cohabitation is not permitted in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were a resident of the room, but not actually being assigned as a resident of the room. Students who are involved in an intimate relationship may not share a room. This includes, but is not limited to:

1. Keeping clothing and other personal belongings in the room.
2. Sleeping overnight in the room.
3. Using the bathroom and shower facilities as if they lived in that room. Violations of this rule may also relate to the “guests” and “roommate conflict” procedures as outlined in this handbook.

Contact Paper
Contact paper is not allowed and should not be applied to any surface in the residential facilities.

Cooking
In accordance with the residence hall appliance regulation, cooking in the residence halls is allowed with small microwaves only. Residents are responsible for insuring that proper sanitation, ventilation, and fire safety precautions are taken. For the approved cooking appliances, please see “Appliances.” Cooking is allowed in residential apartments. Microwaves are for cooking only. Do not put any type of metal or aluminum foil in the microwaves. Also, do not try to dry any type of clothing product in the microwaves, as you may start a fire.

Cooperation with University Officials
Your residence hall staff are University officials. Residents must immediately comply with any directions from any University official. Verbal and/or physical abuse directed towards any University staff member will not be tolerated. Violators are subject to disciplinary actions and possible legal prosecution.

Curfew
The lobby areas of all Residence Halls are closed to visitors from 12midnight to 9am Monday through Friday and from 12midnight to 12noon on Saturdays and Sundays. Similarly, guests who do not reside in a particular apartment in the Palmetto area are not permitted to visit an apartment that is not their own between the same time frames. This policy is meant to protect the privacy of roommates who may not desire to have company in the apartment at all times.

Damage to Property
Damaging or defacing property belonging to an individual or to the University is strictly prohibited. Those responsible for damaging or defacing property will not only pay restitution fines, but may be evicted from the Housing facility.

Decorations
Decorations are encouraged as long as they do not create health or fire hazards or damage to the room. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures or exit signs. These restrictions apply to student rooms, as well as public areas. Tension rods may be used to hang curtains for windows and closets only. Thumb tacks and pushpins are allowed for hanging purposes. No nails may be used. No wall mounted shelves or curtain rods are permitted. Christmas tree lights may only be used for two weeks prior to the end of the fall semester. Only small bulbs may be used. Single strand lights with small bulbs may be used during the regular year but more than one strand may not be connected together at any time. Masking tape is the only adhesive allowed for decorating purposes. Do not use double-sided tape on any surface in the halls. This tape will damage the wall or not come completely off the walls. Only 3M Command Adhesives may be used and no imitations (http://www.3m.com/us/home_leisure/command/). Please contact a residential facility staff person for further details. To comply with regulations from the Fire Marshal, both sides of room doors may not be decorated with anything other than message boards. See Dry
Erase Boards Section. Decorations violating this regulation will be removed by the hall staff. Damages will be assessed and billed to the resident.

Door Propping
Propping of any residence hall door and/or tampering with locks are considered a serious security violation. Anyone caught propping a door will be subject to disciplinary action and a fine of $100.00.

Drugs
The University prohibits the manufacturing, possessing, selling, transmitting, using or being part to any illegal drug, controlled substance or drug paraphernalia (including bongs or bags known for packaging marijuana) on University premises or at University sponsored activities. Referrals will be made to the Police Department regarding any violation of the above stated policy. Violations may result in arrest and/ or suspension from the University for a definite period of time and in all cases, records will be maintained.

Dry Erase Boards
Dry erase boards are allowed to be mounted with an adhesive backing to the outside or inside of residence hall room doors only. They may not be attached with adhesive to walls within the residence hall rooms and must be no larger than 12x12.

Electrical Power Strips
Do not overload electrical circuits. Also, the use of UL listed multiple outlet strips with built in 15 amp fuse or circuit breaker protection is recommended. Multiple plug adapters (octopus type), extension cords, plug-ins with extra outlets, and any kind of outlet extenders are not allowed in residential facilities. Violation of this rule will result in a $50.00 fine and the items will be confiscated and stored until the student checks-out.

Emergency Exits
The paths to the exit doors, windows, to appliances, and vents will be clear at all times throughout the living unit. Failure to do so will result in disciplinary action.

Emergency/Safety Equipment/Fire Alarm System
Tampering, damaging, or inhibiting the use of emergency/safety equipment including propping open doors in any residential facility is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from residential facilities. This regulation includes, but is not limited to fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations or locked exterior doors. Tampering with emergency/safety equipment could endanger everyone. Tampering with fire equipment will result in disciplinary action, with a minimum fine of $50.00 and/or criminal charges filed with up to a $500.00 fine.

Fireworks, Explosives, and Hazardous Materials
Fireworks, smoke bombs, and explosives of any kind are not permitted in the residence halls or on campus. Please see the FAMU POLICE Department for more information. There are no exceptions to this policy.

Florida Pre-Paid
A resident participating in the Florida Pre-Paid Program will pay the difference between the Pre-Paid Program fee payment and the cost of a single room or a single bedroom in all facilities. The full details of the contract are contained in your copy of the contract. You may also contact your Resident Director or the Housing Office for information about the Housing Room Agreement.

Freshman Housing Guidelines
The University is firmly convinced that living on campus is the best way for a resident to begin his or her educational career at the University. All freshmen (first time in college students) and/or students with twelve (12) or less credit hours shall reside in on-campus residence halls (dormitories).

(a) Exceptions may be granted for:

(i) Students residing at home if less than 35 miles from the campus;
(ii) Married students; or

(iii) Students twenty-one (21) years of age or older.

(b) The above requirement may be waived by the President or President’s designee on a case-by-case basis provided there is good cause shown by the student.

Furniture
Each student room is provided with certain items of furniture. You may not move additional items into your room from any other area of the facility. A fine of $50.00 will be assessed for movement of lounge furniture into your room or moving furniture from one room into another. Waterbeds are not permitted in the residential facilities.

Gambling
Gambling for money or stakes on University property is a violation of state law and is thereby prohibited.

Group Billings
Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building, or area. This means that if any damage occurs on your floor, hallway, or community bathroom, etc., which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in your building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed for his or her “share” of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Your active involvement in reducing damages within your community is encouraged.

Halogen Lamps, Torch, or Touchier Lamp
Due to fire safety codes, all kinds of lamps that contain halogen bulbs are not permitted in any residence hall rooms. Halogen light bulbs can reach temperatures over 1000° F. The fine for having a halogen lamp is $25.00, and the lamp will be confiscated and stored until the student checks-out.

Harassment
All residents have the right to be free from all forms of harassment including verbal, written, and sexual. Threats, intimidation, and violence will not be tolerated. The University will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for harassment.

Hazing
It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students, or student organization(s) affiliated with the Florida Agricultural and Mechanical University are prohibited from engaging in any form(s) of hazing activities. Specific Authority 1001.74(4) FS. Law Implemented 1001.74(10) (d), (e), 1006.60, 1006.61, 1006.62, 1006.63 FS. History–New 4-3-83, Formerly 6C 3-2.28, Amended 1-26-04. Any student or group found to be involved in hazing activities in the University Residence Halls will be subject to disciplinary action and possible legal prosecution.

Health and Safety Checks
Residence Life staff will conduct health and safety room checks on a weekly basis. These inspections are to ensure:

1. That University property is being used properly.

2. That reasonable standards of room cleanliness, safety, and sanitation is being observed.

3. That maintenance requirements are reported.
4. Residence life procedures are being observed.

5. All directives of the State Fire Marshal are being observed.

HIV/AIDS
The residence hall staff will maintain the confidentiality of any student they have knowledge of testing positive for HIV or seeking testing or counseling.

Horseplay
Water fights, water guns, water balloons, water balloon launchers, toy guns, darts, and any other horseplay including wrestling and running in the halls, with water or other substances (i.e., shaving cream, whipping cream, toothpaste, super glue, Vaseline, etc.) is prohibited. Residents will be subject to disciplinary action and/or held responsible for any damages associated with this behavior.

Identification
For the safety and welfare of all students and to protect the property of the residential facilities, you are required to have your University ID in your possession at all times. Proof of identity may be requested of any person in the facility by staff member(s). Failure to identify yourself to a staff member upon request is a violation of University regulations.

Lockouts
If you are locked out of your room, contact the facility office. A $10.00 fee will be assessed to your student account for lockouts. If a key is lost or damaged, a $150.00 charge will be assessed to your student account in order to change the lock and key(s).

Lounge Lobby Usage and Facility Guidelines
1. The lobby atmosphere should be conducive to small scale social interaction for residents and their guests. Appropriate attire and conduct is expected in public areas at all times.
2. The lobby may be the meeting place for hall activities as well as a recreational center during specified times of the day.
3. Residents and their guests are expected to show consideration for others at all times and should avoid excessive noise. Quiet hours are enforced.
4. No loitering is allowed in the main lobby area. This also pertains to the inside and outside entrance ways and main desk foyer area.
5. The hours for visitation within the residence hall main lobby are between 9:00 a.m. and 12:00 midnight, Monday through Friday and 12:00 noon through 12:00 midnight Saturday and Sunday for all residential facilities. University Housing reserves the right to limit or modify these hours.
6. Removal of furniture from its assigned location, except with permission from the staff, is grounds for disciplinary action and a $50.00 fine. Replacement charges will be assessed if lost.
7. Residents and their guests are responsible for compliance with University and hall policies regarding lobby guidelines and may be subject to judicial action if a violation occurs.
8. The Residence Life staff person has the responsibility to ask persons to leave the lobby when necessary. The FAMU Police Department is authorized to assist in a disciplinary role.
9. Organizations seeking to reserve lobbies must first request permission from the appropriate Resident Director.

Meal Plan
All residents residing in traditional residential facilities must participate in one of the Resident Meal Plans. Room and Board charges will be assessed for the entire semester for residents that vacate without written approval. All inquiries about the meal plan should be directed to the Meal Plan Office (Administrative Office).

Noise
When large groups of people live together, noise can become a serious problem. Each resident has the responsibility of controlling his/her behavior to keep the noise level at a minimum. Music should be kept at modest levels and speakers should not be pointed out of windows. Courtesy hours are 24 hours a day, 7 days a week. Quiet hours are 10:00 p.m. to 10:00 a.m., seven days a week. During the last two weeks of the semester, quiet hours are 24 hours a day. Quiet
hours are expected to be observed in parking lots adjacent to residential facilities

**Offensive/Reckless Behavior**
Behavior and/or activities that are considered offensive to others that do not constitute ones freedom of expression is prohibited while in public areas of the residential facilities if it has been requested that an individual refrain from such behaviors and/or activities. Behaviors/activities that may be considered offensive may include the use of profanity, ethnic/racial slurs, and behaviors that recklessly cause annoyance, discomfort, or alarm

**Open Flames**
Candles (with or without a wick), wax sculptures, incense, fireworks (all types, including sparklers) are considered to be open flame items and, therefore, a fire hazard. These items are prohibited on the grounds, apartments, or buildings located in the Department of Residence Life. Possession of items violating this policy will result in immediate confiscation and a fine of $25.00 for the first violation, and a fine of $25.00 per item for every subsequent violation.

**Pets**
Animals such as dogs, cats, birds, fish, snakes, and other pets are not permitted in or around the residential facilities for health, sanitation, safety, and nuisance reasons. Violators will be fined and possibly evicted.

**Posting**
Posting of flyers, announcements, or any other printed or written material must be approved by the Resident Director prior to posting in or around any area of the residence halls.

**Pranks**
Pranks which result in disturbances or distress to others or cause damage to University or personal property are prohibited. Disciplinary action will be taken against anyone disregarding this regulation.

**Projectiles**
For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows.

**Restricted Areas**
No student shall make unauthorized entry into any University building, office, attic, roof, or other restricted University facility or area.

**Room Entry**
Enter by University Residence Life personnel into your room/apartment is occasionally necessary. While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room or apartment at times when your welfare or the welfare of others is concerned; to insure proper care, maintenance and safety of the facilities, to make necessary repairs, to complete a preliminary condition report for a room/apartment being vacated, to conduct maintenance and safety inspections, and to investigate violations of University regulations.

**Room Modifications**
Permanent fixtures and construction are not permitted. All items in the room must be free standing. Modifying electrical or telephone wiring is prohibited. Under no circumstances should nails, screws, or wall anchors be used to affix items to walls or ceilings. Installation of ceiling fans is prohibited.

**Roommate Conflicts**
If you and your roommate are having a conflict, first discuss the problem with each other. If a resolution cannot be found for the problem, then see your Residence Hall staff. If the Resident Director feels that the problem is not being resolved, he or she has the right to relocate one or both of the roommates.
Smoking
Smoking of all substances (including, but not limited to cigarettes, cigars, pipes, cloves, etc.) is prohibited in all buildings and Residence Halls at Florida A&M University. Smoking is not permitted in any apartment, room, hallway (including the apartment area hallways), stairwell, lounge or entry-way of any Residential Facility. Those who are smokers must be an adequate distance away from any building while smoking (minimally 15 feet). Violators will be fined.

Solicitation
The Housing Department does not allow solicitation by outside organizations or companies in the residence halls without prior approval from the Director of Housing and/or the Director’s designee. Door to door solicitation is never permitted. If you are approached by sales personnel in your hall, please contact your hall staff and FAMU Police Department immediately. Research may be conducted in the residence halls with prior written approval from the Housing Director or Resident Director.

Sports in the Hallways
Residents may not engage in any “sports or sports related activities” within the residence hall rooms, lounges, hallways, stairwells, or other public areas. This includes throwing, kicking or tossing any type of sports equipment as well as other types of horseplay.

Stealing and Theft
It is against University policy and is unlawful for individuals to take, tamper with, utilize, consume or otherwise seize property belonging to another individual without the express permission from the rightful owner to do so. Those believed to be involved in acts of theft will be processed through the University Judicial system and may also have face legal charges.

Visitation
There is a no inter-room visitation policy at the University; meaning, guests of the opposite gender may not visit in the bedrooms of any residential facility. Visiting is confined to lounges and designated public areas in the residential facilities. Invited members of the opposite/same gender may visit only in the living room of the apartment areas. Visiting hours in both the traditional halls and the apartment areas are between the hours of 9:00 a.m. and 12:00 midnight, Monday through Friday and 12:00 noon through 12:00 midnight Saturday and Sunday. Violators of inter-room visitation policies will be fined and repeated offenders evicted after the third offense. Note: Public restrooms are available in the main office for guests within the apartment complexes. Therefore, guests are not permitted to use bathrooms in individual apartments.

Weapons/Firearms
Weapons, firearms, guns, or ammunition of any kind are not permitted in the residence halls. This includes, but is not limited to, pellet or BB guns, slingshots, arrows, axes, machetes, nun-chucks, throwing stars or knives with a blade 4 inches or longer. Also, all items listed above may not be stored in vehicles which are parked on University property. There are no exceptions to this policy. Please see the FAMU Police Department for more information.

Windows and Window Screens
Window screens may not be removed or altered in any way. No articles may be thrown or hung from windows. Curtains, shades, etc. may only be hung from tension rods. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. Foil is not permitted in room windows unless a white backing is present and viewed from the outside of the building. Failure to follow the above procedures will result in a $25.00 fine.

RESIDENCE HALLS DISCIPLINARY SYSTEM
Disciplinary Procedures
When an apparent violation of the University or residence hall regulations occurs, a University Incident Report is filed. Based on this report, specific violations are determined. Residents who have violated residence hall regulations are subject to meet with a Resident
Director. Major infractions will be referred to the Director of Housing or the University Judicial Officer.

If you are documented for a possible policy violation, you will be notified by phone or by letter (delivered directly to your door) of a time to meet with your Resident Director. It is important that you attend this meeting to try to reach a conclusion to the case. If you are unable to meet at the scheduled time, it is YOUR responsibility to contact the Resident Director PRIOR to the meeting time to reschedule.

At your meeting, the Resident Director will discuss the incident with you. They will tell you if there is sufficient evidence or information to bring charges against you and what those charges are. If you admit responsibility for any violation(s), you and the Resident Director will discuss the fines and/or sanctions that you will be assigned and you will sign a Judicial Agreement/Hearing Waiver Form. It will be YOUR responsibility to make sure that all Judicial Sanctions are completed by the deadlines established as failure to do so will result in additional Judicial charges being levied against you.

If you do not admit to a violation(s), or if your judicial history is extensive, a Judicial Hearing will be recommended by the Resident Director. For issues involving violations of the University Code of Conduct, the hearing will be conducted by the University Judicial Officer. For violations involving violation of University Housing regulations, the hearing will be conducted by the Director of Housing or his/her designee (in most instances, the Assistant Director of Residence Life).

If your case goes to a Judicial Hearing, you will receive written notification regarding the date, time and location of the hearing as well as any potential charges that are being brought against you and any other information necessary for you to understand your rights. At the hearing, the investigating Resident Director and/or other witnesses will present any evidence that substantiates the charges to the Hearing Officer who will then make a determination regarding your responsibility or non-responsibility. If you are responsible for the charges, the Hearing Officer will assign sanctions.

In all cases where you are found responsible for judicial violations (whether the case goes to a hearing or not), the records of such violations will become a part of your University judicial file.

**Residence Hall Disciplinary Sanctions**

If you are found responsible for a violation, below is a list of possible sanctions which may be assigned.

- **Letter of Warning/Reprimand**: A letter to the student and placed in the student’s file outlining that the offending behavior or activity constitutes a violation of policy and advising that repetition of such behavior will likely result in the commencement of more serious disciplinary action.
- **Residence Hall Probation**: A designated period of time during which a student is given the opportunity to modify unacceptable behavior. Periodic contact with a designated member of the Residence Hall staff may be required throughout the period of probation. In addition, certain residence hall privileges may be revoked during part or all of the probationary period.
- **Judicial Fines**: A financial charge that is posted to a student’s University account for the various infraction(s) that the student was found responsible for.
- **Community Service**: A pre-determined amount of time that a student is to be involved in service that will be of benefit to the university or greater community.
- **Judicial Educator On-Line Modules**: Students will complete educational modules based on their specific infraction(s).
- **Judicial Essay**: Student will be assigned the task of writing an essay that reflects on their decision making how to avoid future infractions.
- **Early Curfew**: Student will be required to sign in at the Residence Hall office every hour from 6pm to 12midnight.
- **Mandatory Study Hall**: Student will be required to spend a specified amount of time in a supervised area engaged in academic study or tasks.
- Counseling Sessions: Student will be required to meet with a counselor at the University Counseling Center.
- Program Facilitation: Student will be required to sponsor/host a program under the guidance of a Residence Hall staff member.
- Residence Hall Eviction: For severe infractions, a hearing will be held to determine if eviction from the Residence Halls is warranted. If a student is evicted, he/she remains fee liable for the duration of the Housing Contract.
- University Suspension: The University Judicial Officer has the authority to determine if a student’s judicial record and/or infraction warrants their separation from the University for a definite period of time.
- NOTE: This list is not meant to be all inclusive of the possible sanctions that may be assigned. It is merely meant to provide a sampling of the possible sanctions.

DEPARTMENT OF HOUSING & RESIDENCE LIFE
CENTRAL OFFICE/ADMINISTRATIVE STAFF

Mr. Isaac B. Brundage, Director of University Housing
Mr. Oscar L. Crumity, Associate Director of Housing
Mr. LaMar E. Coleman, Assistant Director of Residence Life
Ms. Sandy Mitchell, Administrative Assistant
Ms. Mattie Trawick, Coordinator of Assignments & Technology
Mr. Arthur Ulrich, Budget Coordinator
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<th>(850)599-3225</th>
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LISTING OF FINES/VIOLATIONS

The purpose of the University Housing is to provide students with a clean, safe living environment, which complements the mission of the University. This information is provided to inform you of the consequences of the following violations.

1. **Acrylic Nails** – Residents are prohibited to use chemicals for manicures or pedicures in the residential facilities.
   **Fine**: $200.00

2. **Alcohol**: Possession and/or Consumption of Alcohol which includes filled or empty containers in the residential facilities.
   **1st Offense**: $100.00-$200.00 + Required to attend counseling offered by the Counseling Center and provide proof of attendance from the Counseling Center.
   **2nd Offense**: $200.00 + Referral to Judicial Affairs Office.
   **3rd Offense**: Removal from the residential facility and **Resident remains fee liable for the duration of the housing contract**.

3. **Babysitting** – Residents are not allowed to attend minors in the residence halls or apartment areas.
   **Fine**: $100.00

4. **Candles and Incense**: Any type of burning of candles, incense sticks or fragrance are prohibited.
   **Fine**: $100.00

5. **Curfew Violation**: Violation of the curfew of 9:00 a.m. to 12:00 midnight (Monday-Friday) and 12:00 noon to 12:00 midnight (Saturday-Sunday). This is for all residential facilities.
   **1st Offense**: $100.00 and Letter of Reprimand Counseling.
   **2nd Offense**: $150.00 and Report to FAMU Police.
   **3rd Offense**: Removal from the Residence Hall/Apartment and **Resident remains fee liable for the duration of the housing contract**.

6. **Curfew Violation (Residence Hall)**
   **1st Offense**: Verbal Warning.

7. **Defacing/Destruction of University Property**: Vandalizing or defacing property such as: graffiti, holes in walls, burns, etc., to any property within the residential facilities or surrounding areas.
   **1st Offense**: $200.00+Repair Costs +Letter of Reprimand, and referral to Counseling Center.
   **2nd Offense**: Removal from Residence Hall/Apartment areas and **Resident remains fee liable for the duration of the housing contract**.

8. **Disorderly Conduct**: Includes but not limited to use of profanity, public nudity, drunkenness and lewdness.
   **1st Offense**: $100.00 + Letter of Reprimand, and Counseling.
   **2nd Offense**: $150.00 and referral to the Counseling Center.

9. **Disrespect of University Official**: (Threatening bodily harm, profanity, disobedience)
   **1st Offense**: Removal from Residence Hall/Apartment and **Resident remains fee liable for the duration of the housing contract**.

10. **Drug Paraphernalia** - Instruments used with illegal drugs such as pipes, drug paper containers, etc.
    **1st Offense**: $250.00 + Counseling and/or Eviction (**Resident remains fee liable for the duration of the housing contract**)
    **2nd Offense**: Removal from the Residence Hall or Apartment and **Resident remains fee liable for the duration of the housing contract**.

11. **Failed Room Inspection**
    **1st Offense**: $75.00
    **2nd Offense**: $150.00
    **3rd Offense**: $300.00

12. **Failure to Leave Building During Fire Drill**
    **Fine**: $100.00

13. **Failure to Return Keys** - Failure to return keys upon the checkout of any residential facility at any time.
    **$150.00**

14. **False Fire Alarm Activities**: Tampering with fire equipment of any residential facility.
    **Fine**: $200.00
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<td>15.</td>
<td><strong>Fighting or Assaulting An Individual</strong>&lt;br&gt;<strong>1st Offense:</strong> $200.00+Reported to Police Department and referral to the University Judicial Office.&lt;br&gt;<strong>2nd Offense:</strong> Removal from Residence/Hall Apartment University Housing has the right to move residents to another location to prevent future altercations or remove from the residential facilities. <strong>Resident remains fee liable for the terms of the Housing Agreement.</strong></td>
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<td>16.</td>
<td><strong>Illegal Drugs</strong> - Drugs such as: narcotic, central nervous system stimulants, hallucinogenic, and barbiturates.&lt;br&gt;Eviction + Reported to FAMU Police and <strong>Resident remain fee liable for the duration of the housing contract.</strong></td>
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<td>17.</td>
<td><strong>Illegal Use of Access Card:</strong> Residents who allow others to use their access card for entrance into any residential facility <strong>Fine:</strong> $100.00</td>
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<td>18.</td>
<td><strong>Inter-room Visitation Violation</strong> - Guests of the same or opposite gender are not permitted to stay overnight in the residential facilities.&lt;br&gt;<strong>1st Offense:</strong> $200.00 + Letter of Reprimand and Counseling&lt;br&gt;<strong>2nd Offense:</strong> $250.00 + Letter of Reprimand.&lt;br&gt;<strong>3rd Offense:</strong> Removal from the residential facilities and <strong>Resident remains fee liable for the duration of the housing contract.</strong></td>
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<td><strong>Improper Disposal of Trash</strong> <strong>Fine:</strong> $75.00</td>
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<td><strong>Lewd Act with a Minor</strong>- Act on any minor in or around the surrounding areas of the residential facilities. Eviction + Police notified + Referral to Judicial Affairs Office and <strong>Resident remains fee liable for the duration of the housing contract.</strong></td>
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<td>21.</td>
<td><strong>Lock Out Fee</strong> <strong>$10.00 per incident</strong></td>
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<td>22.</td>
<td><strong>Loss Access Card</strong> <strong>$25.00 per incident</strong></td>
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<td>23.</td>
<td><strong>Lost Key/Failure to Return Key</strong></td>
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<td>24.</td>
<td><strong>Loud Music</strong>—“Quiet hours” are observed in all facilities.&lt;br&gt;<strong>1st Offense</strong> – Warning&lt;br&gt;<strong>2nd Offense</strong> - $100.00&lt;br&gt;<strong>3rd Offense</strong> – Equipment confiscated</td>
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<td><strong>Misuse or Destruction of an Electronic Device</strong> $250.00+ Repair Costs+ Referred to Police Department.</td>
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<td><strong>Possession of Illegal Electrical Appliance</strong> – Appliances such as: Ovens, hot plates, heaters, electric frying pans, etc. <strong>Fine</strong> - $50.00.</td>
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<tr>
<td>27.</td>
<td><strong>Propping Open Secure or Security Door</strong>- Doors that are opened at the exits of any residential facility. <strong>Fine-</strong> $100.00</td>
</tr>
<tr>
<td>28.</td>
<td><strong>Pulling Fire Alarms</strong> Removal from Residence Hall/Apartment and refer to Police Department. <strong>Resident remain fee liable for the duration of the housing contract.</strong></td>
</tr>
<tr>
<td>29.</td>
<td><strong>Quiet Hours</strong> <strong>$50.00</strong></td>
</tr>
<tr>
<td>30.</td>
<td><strong>Riotous Behavior</strong>&lt;br&gt;<strong>1st Offense:</strong> $200.00 and Counseling&lt;br&gt;<strong>2nd Offense:</strong> Removal from Residence Hall/Apartment and <strong>Resident remain fee liable for the duration of the housing contract.</strong></td>
</tr>
<tr>
<td>31.</td>
<td><strong>Room Inspection</strong> - Inspections done by Housing Staff to check for cleanliness, damages or Housing violations.&lt;br&gt;<strong>1st Offense:</strong> $75.00&lt;br&gt;<strong>2nd Offense:</strong> $150.00&lt;br&gt;<strong>3rd Offense:</strong> $300.00 + Eviction and <strong>Resident remain fee liable for the duration of the housing contract.</strong></td>
</tr>
<tr>
<td>32.</td>
<td><strong>Smoking</strong> Smoking is prohibited in all residential facilities. <strong>1st Offense:</strong> $100.00 and Counseling&lt;br&gt;<strong>2nd Offense:</strong> $100.00 and Letter of Reprimand&lt;br&gt;<strong>3rd Offense:</strong> Removal from Residence/Apartment and <strong>Resident remains fee liable for the duration of the housing contract.</strong></td>
</tr>
<tr>
<td>33.</td>
<td><strong>Tampering with Fire Safety Equipment</strong>- Tampering with any safety devices in the residential facilities. <strong>$150.00 Replacement fee per event</strong></td>
</tr>
<tr>
<td><strong>1st Offense:</strong></td>
<td>$250.00 + Repair Costs and Police Report</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>2nd Offense:</strong></td>
<td>Removal from the Residence Hall/Apartment and Resident remains fee liable for the duration of the housing contract.</td>
</tr>
</tbody>
</table>

34. **Unauthorized Room Change** - Transferring to a different room without the proper approval of Housing Staff.
   **Fine:** $50.00 plus any costs incurred to move back to previous room.

35. **Unauthorized Guests:** Overnight guests are prohibited within all residential facilities to include: parents, guardians, other students, relatives or friends
   **Fine:** $100.00 plus daily room rate.

36. **Unauthorized Use of Elevators** - Elevators are used during opening and closing of the residential facilities with the assistance of the Housing staff only.
   **Fine:** $75.00

37. **Weapons/Ammunition** - Any illegal weapons such as fire arms, replicas, pellet/BB/paintball guns, ammunitions, explosives, knives, martial arts weapons, etc., used or found in possession, or stored in or around the residential facilities is in violation.
   **Eviction + Reported to Police + Judicial Office. Resident remains fee liable for the duration of the housing contract.**