NOTE: The Office of Housing and Residence Life reserves the right to edit, change, revise, and/or update this document as necessary. Residents will be notified via their student email account of any published change of the Housing and Residence Life Rules and Regulations.
Housing Contractual Information

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Glossary of Terms
Housing Contract Information

I. Assignments

A. Roommate assignments are made without regard to race, religion, national origin, age, personal appearance, family, political affiliation, actual or perceived physical or mental disability, and/or sexual orientation. Roommate contact information (Armstrong email address only) will be provided to all roommates unless the student specifically requests to keep his/her contact information private.

B. The University will assign a room based on available housing space after the student (and guardian if student is a minor child at the time occupancy is assumed) has electronically signed the Residence Hall Agreement (i.e. completed and submitted the online application for housing) and paid the required nonrefundable $250 application fee.

C. Housing and Residence Life will give room preference priority to all completed housing applications received by our office prior to May 1 as space allows.

D. In general, first-year undergraduates will be placed in Windward Commons. Every effort will be made to place sophomores, juniors, seniors, and graduate students in one of the apartment communities on campus (Compass Point, University Crossings, University Terrace I, and University Terrace II) however; there may be times when upperclassmen are placed in Windward Commons. In addition, some first-year undergraduates may be placed in apartment housing if space limitations dictate that such an assignment is necessary. All assignments are made on a first come, first served, space available basis.

E. The University reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. The University further reserves the right to make room changes during the year as deemed necessary by Housing and Residence Life.

F. Rooms in housing may only be occupied by the student(s) assigned to that particular space. Students found residing in a residence hall room that is not assigned to them will be asked to vacate immediately and may be banned from housing.

G. A student’s right to occupy a room may not be assigned or transferred by the student without the written approval of Housing and Residence Life.

H. Room assignments may be changed only upon written authorization from Housing and Residence Life. Under normal circumstances, no changes of room assignments will be made during the first 2 weeks or the last 2 weeks of each semester so that occupancy can be verified and new room assignments made for the upcoming semester.

I. Students of the opposite gender will not be assigned to, nor may they reside in, the same room or apartment.

J. The University reserves the right to terminate any student’s assignment, without refund of any monies, for failure to comply with Housing and Residence Life Rules & Regulations or if the student’s actions are found to be detrimental to the health and/or safety of themselves or others.

K. The University reserves the right to assign students of the same gender to a temporary overflow space when necessary. Students so assigned will be reassigned to a permanent space as it becomes available.

1. Students assigned to overflow spaces in Windward Commons (bunked private/bunked single) or University Terrace I will be relocated when a standard occupancy option becomes available.

2. Students receiving a reduced rate for an over flow space option who lose their roommate will be required to pay the full rate of the space in which they reside (standard single room or private room rate - Windward Commons; standard rate - University Terrace I as appropriate).

3. If a resident temporarily assigned to an over flow space loses their roommate, they will not have the option to bring another resident into the room to occupy that space in order to maintain the lower room rate.

L. An administrative freeze will be in effect for the first 2 weeks and last 2 weeks of each academic semester in order to verify occupancy. Students may submit requests for housing assignment changes during designated periods (After the

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first 2 weeks and prior to the last 2 weeks of the semester). Any student wishing to request a room change must contact their Area Coordinator to begin the process and fill out the online room change request form.

1. Once a housing assignment change has been approved, the student will have 48 hours from the time they pick up their new room keys to move into their new unit, and to check out of and return the keys from their previous assignment.

2. Residents who attempt to move to a new bedroom or apartment without approval from Housing and Residence Life will be charged a $250 improper move fee. The student will be required to return to his/her original assignment.

M. Failure to check in or to occupy an assignment space by 5:00 p.m. on the first day of class, as established in the academic calendar, could result in the assignment of the room to another student unless the assigned student obtains prior approval from Housing and Residence Life.

N. Students will be required to vacate during Winter Break and as well as the breaks between contractual periods (spring to summer; summer to fall). Students permitted to stay on campus as an exception will be required to pay a specified amount above and beyond the regular contracted amount.

O. Housing reserves the right to relocate and consolidate spaces at any time to cope with enrollment increases, for purposes of renovation and/or the reduction of resource consumption. Any student participating in an approved university event beyond the limits of the contract term will be relocated as necessary so that the department can perform facilities related activities including but not limited to consolidation of break housing, cleaning and maintenance of buildings for the upcoming term, and rehabilitation of properties.

II. Cancellation, Intent to Vacate and Appeals

A. Any student wishing to cancel their housing agreement must submit a Cancellation and Intent to Vacate form to Housing and Residence Life. The Cancellation and Intent to Vacate form is located on the Housing and Residence Life website.

B. Cancellation of housing contract more than 3 weeks prior to your scheduled move-in date.

When the request is received more than 3 weeks before your scheduled move-in date, the following will occur:

1. If a new student has a signed housing agreement on file - the agreement will be cancelled, room charges will be removed from the student’s account, and the student will forfeit the $250 non-refundable application fee.

2. If a current student has a signed housing agreement on file - the agreement will be cancelled and room charges will be removed from the student’s account.

C. Housing Cancellation Request within 3 weeks of your scheduled move-in date:

Students who submit a cancellation form within 3 weeks of their scheduled move-in date will be charged a $500 cancellation fee unless they are cancelling for the following reasons:

1. December Graduation
2. Student Military Deployment
3. Death of an Immediate Family Member
4. Medical Withdrawal

All cancellations require verifiable written documentation that must be presented at the time the form is submitted. The student will be charged on a pro-rated basis for time spent in housing as well as the $500 cancellation fee. Vacating the premises and/or non-occupation of the assigned space does not release the student from contractual obligations.

D. Cancellation of housing due to no show

In the event that a student does not arrive to check into their housing assignment and has not submitted a cancellation form by 5 p.m. on the first day of classes, Housing and Residence Life will release the assigned space. The agreement
will be cancelled, the student will forfeit the $250 non-refundable application fee, and will be charged a $500 cancellation fee.

Any first-year student who is still registered for classes that does not arrive to check into their housing assignment and has not submitted a cancellation form by 5 p.m. on the first day of classes, will have full housing charges remain on their student account until they complete a **Cancellation and Intent to Vacate** form.

E. Terminations by the University

The University may terminate a student's housing agreement, with no right to a refund, for the following reasons:

1. Nonpayment of room and board charges.
2. Disciplinary suspension or expulsion of the student from the University.
3. Disciplinary eviction of the student from housing.
4. Failure by the student to meet the University's academic and/or technical requirements.
5. Violation of a material term or condition of occupancy by the student and/or the student's guest(s).

The student will be required to immediately vacate housing upon termination of the housing agreement. The student remains responsible for the $500 cancellation fee. The University reserves the right to take necessary measures to remove a student and any belongings remaining in housing after termination of the agreement.

F. Cancellation fee appeals

A student may choose to submit an appeal to the Director of Housing and Residence Life/designee for fees associated with the cancellation of the housing agreement. All appeals must be submitted in writing within 10 days of receipt of the cancellation notice by Housing and Residence Life. All materials will be reviewed by the Director of Housing and Residence Life and a final decision will be communicated in writing, normally within 10 business days of receipt of the appeal.

### III. Disability Accommodation

Students with special needs, including those who need specific housing accommodations, must self-identify and file a request for housing accommodation with Disability Services. Otherwise, a space may not be available.

1. The University has a limited number of rooms designed to accommodate wheelchair access. Students who need an ADA compliant room must have a completed housing application and request for housing accommodation form on file no later than July 1 for the fall semester. Spaces may not be available for spring term entry per #2 below.

2. The University will release all unassigned ADA compliant rooms for use by other students after July 1 and may not be able to accommodate these requests after such date has passed due to limited availability of room spaces.

3. At this time, Armstrong recognizes companion animals as a permitted accommodation. Applying for and receiving this accommodation will be the only exception provided to the no pets policy. Students who need such an accommodation must have a completed housing application on file with the Office of Housing and Residence Life, and must submit a request for housing accommodation to the Office of Disability Services no later than July 1 for the Fall semester. Submission of a request does not guarantee that the accommodation will be granted. Please contact the Office of Disability Services for more information on submitting a housing accommodation request.

### IV. Enrollment Requirement

A. Undergraduate students must be enrolled in a minimum of 9 credit hours during each semester (fall and spring) to be eligible to live in housing.

B. Graduate students must be enrolled in at least 3 credit hours during the fall and spring semesters to live in housing.

C. Students requesting housing during the summer term must be enrolled in at least 3 summer term credit hours during the course of their stay.

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1. Students residing in housing must be consistently enrolled and may not reside in housing during any part of a term in which they are not enrolled in course work.

2. For the summer, the 3 required term credit hours may be taken during summer session A (10 weeks), or may be divided over summer sessions B and C so that the student may reside for the full 10 weeks.

3. If a student is enrolled for only a five week summer term (Session B OR C), the student may only reside on campus during the five weeks during which the student is enrolled.

D. A student who falls below the required hours may petition to remain in campus housing. A full time status waiver must be completed and submitted to Housing and Residence Life within 72 hours of falling below the credit hours as stated above. If the waiver is denied, the student must increase enrollment to at least 9 credit hours or move out within 72 hours of notification of denial. Any approved waivers may be revoked at any time, in which case the student will be given 72 hours to vacate the premises. Students requesting waivers must pay applicable housing fees as stated in the Residence Hall Agreement and these Housing and Residence Life Rules and Regulations.

V. First-Year Live On Requirement

A. Any undergraduate student new to Armstrong with less than 30 earned credit hours is required to live in Armstrong campus housing for an entire academic year. This requirement includes students accepted by Office of Undergraduate Admission as a first time, full time student (12 credits per semester +) or a transfer student. In general, first-year undergraduates will be housed in Windward Commons. First-year undergraduate transfer students may be placed in one of the apartment communities should Windward Commons be full at the time an assignment is made.

B. Exemptions to the residence requirement may be requested for the following reasons and must be supported by appropriate documentation:

1. Marriage prior to the first day of the semester entering (must provide copy of the marriage license).
2. Custodial parent of a dependent child (must provide copy of birth certificate and custodial decree).
3. 21 years of age or older prior to the first day of the semester entering (must provide copy of birth certificate).
4. Transferring in with more than 30 hours of earned college credit. (Must have transcript on file with the Office of Undergraduate Admission).
5. Enrolled in only online courses or courses at the Liberty Center.
6. Student is active military (must provide copy of orders).
7. Parental guardian is a resident of the Savannah metro area (Bryan, Chatham, Effingham or Liberty Counties) (#7 is an automatic exemption and no additional paperwork is required)
   a. The exemption form is located on the Housing and Residence Life website.

C. First-year undergraduate students required to live in housing will not be permitted to register for courses until the housing application and $250 application fee have been received by the Office of Housing and Residence Life.

D. All campus residential students regardless of their building placement are required to have a meal plan. Upperclassmen residents regardless of community (Compass Point, University Crossings, University Terrace 1, and University Terrace 2) must have a minimum 5-meal plan. First-year residents with less than 30 credit hours earned must have a minimum 14-meal plan.

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General Housing Regulation Information

VI. Fire Drills, Sprinklers, and Alarms

A. Always assume that an alarm indicates a fire emergency. All residents must evacuate the building for all alarms, including scheduled drills. Failure to evacuate could result in a fine and/or a student conduct referral.

B. Tampering with, including covering or blocking of, fire alarms, fire sprinklers, fire extinguishers, and smoke detectors is prohibited and will result in disciplinary action and/or possible legal action.

C. Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be responsible for all water damage caused by the sprinkler to the room and other surrounding rooms as well as any damage caused to personal property belonging to another student. Residents who cause damage to a fire sprinkler system will be responsible for all costs incurred to repair the system. Determination of the amount of loss or damage shall be made by the University at its sole discretion.

VII. Inspections and Access

A. The University reserves the right to enter student rooms at any time under certain circumstances including, but not limited to: routine health and safety inspections (see the glossary for more information on what we inspect during HSIs), general housing policy compliance, cleaning, inventory, general repair or maintenance, epidemics, pest control, occupancy verification, preparing vacant spaces for occupancy, and emergencies.

B. The University will not intrude into a student's personal effects or otherwise search a room except with permission from the student or by appropriate legal authorities with a search warrant. The University is guided by the "plain view doctrine" and may report evidence of unlawful acts in plain view. This means that if prohibited or illegal items are observed in plain view, the items can be seized and used in a campus hearing or by law enforcement, as appropriate.

C. All student rooms are inspected after the University closes for published breaks and throughout the year for maintenance, safety, and security reasons.

VIII. Move-In Requirements

A. Residents must report any and all damages and/or facility concerns not already documented on the room condition report (RCR) upon move-in to Housing and Residence Life within 48 hours of move in so that the documentation on file can be updated. If no damages and/or facility concerns are reported within 48 hours, the resident is accepting responsibility for the condition of the unit, and will be damage billed accordingly at move-out.

B. Housing and Residence Life will issue keys to residents upon move-in. Keys must be returned when the student moves out of the unit.

1. If a key is lost or not returned at the move-out inspection, the lock will be re-cored and new keys will be made.

2. The cost for these services, $75 per lock and $25 for mailboxes, will be charged to the student account of the resident(s) responsible. These charges are subject to change.

3. Improper use and/or abuse of keys, including but not limited to duplication and/or lending keys, may result in judicial action and/or a re-core of the lock(s) at the responsible student's expense.

IX. Move-Out Requirements

A. All residents must complete the move-out process when moving out of a room in housing. This process includes an appointment with a residence hall staff member, assessment of room condition/damages, returning keys, and signing the move-out form as appropriate.

B. Upon move-out, residents must remove all trash and personal items and leave the room clean. This includes, but is not limited to, wiping down hard surfaces, mopping the floors, cleaning the bathroom fixtures, cleaning and wiping out the appliances, cupboards, desks, dressers and vacuuming the carpets. For a complete check list of items for move out preparation, please visit the Housing and Residence Life website.

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D. Residents are responsible for scheduling a move-out inspection before moving out of their assigned unit or completing an express move-out.

1. Students choosing to do a standard move-out inspection must schedule their move-out during the designated check out period and must be scheduled at least 48 hours in advance of the move-out inspection.

2. Residents may choose to complete an express move-out in lieu of a standard move-out. Residents choosing this option will forfeit their right to contest any noted damage charges and will be held responsible for charges assessed in the student’s absence including any communal damages that cannot be specifically assigned to one individual.

E. Residents who leave the residence halls without completing either a standard move-out inspection or completing the express move-out process will be charged $100 as an improper move-out fee as well as lock re-core charges if keys were not returned.

F. Charges for additional required cleaning, removal of personal property, or for any loss or damage caused by the residents will be assessed and charged to the resident's student account.

G. Students who fail to move-out of their assignment space by the end of the occupancy period will be assessed a service charge of $100 per day (24 hr period) for each day the student fails to complete a proper move-out. This is in addition to any other charges associated with improper move-out.

H. Keys must be returned when the student moves out of the unit.

4. If a key is lost or not returned at the move-out inspection, the lock will be re-cored and new keys will be made.

5. The cost for these services, $75 per lock and $25 for mailboxes, will be charged to the student account of the resident(s) responsible. These charges are subject to change.

6. Improper use and/or abuse of keys, including but not limited to duplication and/or lending keys, may result in judicial action and/or a re-core of the lock(s) at the responsible student's expense.

X. Posting Policy

All posters, flyers, and advertisements distributed in the residence halls must be stamped and approved by Housing and Residence Life. Approval can be obtained through the Assistant Director of Housing and Residence Life in the main housing office. Housing and Residence Life will not approve signage for programs not sponsored by the University or a recognized student organization; nor will it approve signage designed for solicitation purposes. See our posting policy for more information.

XI. Reserving Communal Residential Space

Any student or group wishing to use the Compass Point Clubhouse, Windward Commons Classrooms, Windward Commons Cove, or Windward Commons Music Room must submit a request in advance via the scheduling website: https://sites.google.com/site/cpclubhousescheduling/. Requests do not become officially granted until reviewed and approved by Housing and Residence Life.

XII. Responsibility for Assigned Space

A. The resident is responsible for the condition of the assigned space and shall reimburse Housing and Residence Life for all damages to the space and damage to or loss of fixtures, furnishings, or properties furnished under the housing agreement.

. No alterations may be made to the area or furnishings provided by the University, including thermostats and temperature control devices. All furniture in the resident’s assigned space at the time of move in must remain there for the duration of the resident’s contract. The resident may not remove, store, or trade furnishings from his or her assigned space. There is a $250 fee for violating this policy.

C. Additional furnishings brought into the unit by the resident(s) must be freestanding and clear of all existing furniture, fixtures, and walls. In addition, we may ask you to remove self-supplied furnishings if their existence within the space would cause a safety issue.

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D. A resident’s unit shall be used solely as a private residential dwelling. Residents may not lend out their room/apartment key to any person at any time for any reason. If you encounter an emergency situation and require another individual to have access to your room or belongings, contact Housing and Residence Life to arrange an escort.

E. Soliciting, canvassing, or the use of Armstrong housing as a location for selling and advertising products or services is prohibited. Any person or organization wishing to advertise within the residence halls must have their advertisements approved by the area coordinator within each housing area the publicity is to be posted. Unapproved publicity or advertisements will be immediately removed and discarded.

F. An assigned room and/or apartment will be considered abandoned if payment has not been received and the resident(s) cannot be reached by Housing and Residence Life staff. Housing and Residence Life staff will dispose of any and all abandoned property. All items left in housing at move-out or at the end of the housing agreement will be considered abandoned. Students who leave any abandoned items in the room upon move-out will be billed for their removal.

G. Housing and Residence Life reserves the right to use any vacant room to house another residential student. This does not release the former resident from his/her financial responsibilities.

H. It is necessary for the student to provide appropriate climate control, keep the space clean, and take other measures to prevent mold and mildew from accumulating in the space. Residents must clean the space on a regular basis to remove visible moisture accumulation on windows, walls, and other surfaces as soon as reasonably possible. Students must immediately report the following to Housing and Residence Life staff:

   1. Any evidence of water leaks of excessive moisture in the space as well as in any storage room and/or common area.

   2. Any evidence of mold or mildew that cannot be removed by applying a common household cleaner.

I. Students may not block, cover, override, or obstruct temperature controls, heating, ventilation, or air conditioning ducts in the space. Students must immediately report the following to Housing and Residence Life staff:

   1. Any failure or malfunction of the heating, ventilation, or air conditioning system(s) in the space.

   2. Any inoperable windows and/or doors.

The student accepts responsibility for damage to the apartment and student’s property as well as injury resulting from failure to comply with these preventative measures. There may be up to a $250 fee for violating this policy.

XIII. Responsibility for Communal Property

A. Residents are expected to take every precaution to assure that communal property is not abused. Communal property includes but is not limited to hallways, bathrooms, stairwells, elevators, lounges, study rooms, utility rooms, breezeways, courtyards, laundry rooms and conference rooms.

B. In buildings or areas where the University has determined that there is abuse or destruction of University property and the responsible individual(s) cannot be identified, all residents of the community or a section of the community may be held responsible for costs associated with the repair and/or replacement of damaged items.

C. Furniture from communal spaces may not be relocated to individual apartments or bedrooms.

D. Residents cannot abuse and/or modify the residential community grounds including but not limited to the following: flowerbeds, courtyards, sidewalks, volleyball courts, and gazebos.

XIV. Responsibility for Information

Residents are responsible for reading and understanding all policy and procedural information posted on bulletin boards, resident unit doors, the Armstrong Housing and Residence Life website, departmental emails, and newsletters.

XV. Restricted Areas

The roofs, ledges, attics, storage closets, and mechanical/electrical equipment rooms of all Housing and Residence Life owned and/or operated buildings are restricted areas for all residents. Violations of this policy will be subject to disciplinary action.

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XVI. University Liability

Although security precautions are taken, the University does not assume any legal obligation to pay for injury to person (including death) or damage to or loss of automobiles or items of personal property which occurs in University buildings or on University grounds prior to, during, or subsequent to the period of the student’s housing contract. Students or their parents are encouraged to carry appropriate insurance to cover such losses.

XVII. Vehicles and Parking

All residents are required to adhere to all Armstrong Traffic and Parking Rules and Regulations, which may be found at http://www.armstrong.edu/Departments/police/police_parking_and_transportation
Housing Rules and Policies

XVIII. Alcohol

*A. In accordance with University policies, students and visitors are not permitted to have alcohol beverages in Housing and Residence Life properties or anywhere on the campus property.

*B. Alcoholic beverages (full, partially full, or empty) cannot be brought to, stored in, displayed, or consumed in any residential community, including parking lots, regardless of the age of the resident(s).

C. Decorative alcohol containers are not permitted in University Housing and Residence Life properties.

D. Violations may result in referral to Judicial Affairs and/or University Police, in addition to applicable fines and fees.

* Residents of the Finish Strong Community (University Terrace 1, Building B) and their guests over the age of 21 may consume alcohol within their assigned unit only. Any visitors under the age of 21 visiting this building will be held to the same standards listed under XVIII. Alcohol above.

XIX. Controlled Substances

A. The manufacture, distribution, sale, possession, or use of marijuana and/or other controlled substances and drugs is prohibited and may result in immediate cancellation of the housing contract.

B. Any person who is found responsible for violating the University drug policy will be referred to Judicial Affairs and may face disciplinary action and/or criminal prosecution as well as possible removal from housing without a refund.

XX. Fines & Fees

Note: Additional fines and fees may be assessed as necessary.

- Lock Out Fines: First one free, $20 for second, $30 for third, etc. (*See section XIX*)
- Improper move out: $100
- Failure to move out by the last day of the housing contract: $100 per day
- Removal, storage, or trading of University owned furniture: $250
- Replacement of front door keys: $75 per lock
- Replacement of bedroom key: $75 per lock
- Replacement of mailbox key: $25
- Tampering or attempting to override temperature controls: $100
- Improper move: $250
- Smoking inside a building or within 10 feet of the building entrance: $100
- Prohibited items listed in Section IX of this document: $50 per item ($50 charged to each resident of unit if found in common area unless one resident takes full responsibility)
- Pets other than fish: $250 ($250 charged to each resident of the unit if found in common area)
- Tampering with fire safety equipment: $100
- Damage billing: Cost determined in consultation with Plant Operations

XXI. Guests and Visitation

A. Guests are defined as family members, friends, or other persons affiliated with the resident. Roommates must consent to the presence of guests in the room/apartment; otherwise guests will not be allowed in the space.

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B. Guests must be checked in prior to midnight on the night of chosen visit at the residential office associated with the resident’s living area regardless of whether or not a parking permit is being sought (i.e. Windward Commons Front Desk; Compass Point Office for apartment communities).

C. Residents are responsible for the behavior and actions of their guest(s) at all times and must take steps to ensure that guests abide by all University policies. Residents may not leave their guests unattended at any time.

D. Each resident may host no more than 2 guests at one time.

**E. Overnight guests of the opposite sex are not permitted. This includes family members.

F. Same sex overnight guests are only allowed to stay over night with the consent of the other roommate(s). Such guests are only permitted to remain a total of 2 consecutive nights per visit and may stay no more than 4 nights per month.

G. Guests age 17 or younger are permitted to visit between the hours of 9 a.m. and 12 a.m. as long as they are accompanied by their parent or guardian. Guests age 17 or younger are not allowed to stay overnight unless they are participating in the Armstrong Family Weekend Program (a parent/guardian signed liability waiver form must be on file with Housing and Residence Life prior to the event).

H. No unaccompanied guests may be present in a residential hall, room or apartment. Guests must be accompanied by a resident of the facility at all times while in the building. The resident host is solely responsible for the conduct of his/her guests while they are on the premises. (This rule does not apply to University employees and contractors who require access to the living space for legitimate business purposes).

**Overnight guests of the opposite sex are permitted within the Finish Strong Community only (University Terrace 1, Building B). All other policies listed above remain in effect for this community as in all housing communities. Members of the Finish Strong Community will continue to be held to the roommate approval standard and maximum number of visits as stated in XXI.F.

XXII. Incident Reports

In the event that a policy violation is identified via an incident report written by Housing and Residence Life staff, the report will be dealt with administratively or through the student judicial system, as outlined in the Code of Conduct.

XXIII. Internet Connectivity and Usage/Cable

A. Unapproved file sharing is prohibited. Any resident found to be abusing Internet privileges may have his or her Internet privileges revoked. The downloading and uploading of copyrighted materials may subject the resident to a judicial referral and/or criminal prosecution. Refer to the Acceptable Use Policy as outlined on the Technology Services website for more information.

C. The Armstrong Atlantic State University Information Technology Services (ITS) Department provides Internet service to the Compass Point and Windward Commons communities. Residents of Compass Point and Windward Commons should submit Internet issues to the ITS Help Desk at helpdesk@armstrong.edu. You can also submit IT work requests via Port of Armstrong.

D. Comcast provides Internet service in the University Crossings, University Terrace I, and University Terrace II communities. Residents of those communities should submit Internet issues through the online work request system accessible through Port of Armstrong.

E. Cable boxes and Internet modems in University Crossings, University Terrace I, and University Terrace II are specific to each unit and cannot be moved. Moving cable boxes and modems out of their originally designated spaces will result in a service disruption, and may result in fines and/or judicial action.

XXIV. Lockouts

A. The first lockout is free. Each subsequent lockout (2\textsuperscript{nd}, 3\textsuperscript{rd}, etc.) will result in an additional fee starting at $20 and going up $10 per lockout. For example: The 2\textsuperscript{nd} lockout is $20, the 3\textsuperscript{rd} lockout is $30, the 4\textsuperscript{th} is $40, etc.

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B. Lockouts are tracked by hall staff and will reset to 0 at the start of every semester.

XXV. Pets

A. The only pets permitted in housing are non-carnivorous fish. Aquariums for fish are limited to a 10 gallon capacity or less.

B. Those violating this provision will be charged a $250 pet fine, will be required to remove the pet, and may face disciplinary action. If the pet is found in the common area of a unit, each resident will be billed $250.

C. Additional fees may be assessed for any required cleaning or repairs that extend above and beyond the $250 fine.

XXVI. Prohibited Items

A. The possession or use of any prohibited item on campus, including within residence halls, may result in a fine of $50 per item (charged to each resident separately if found in a common area), judicial action and/or removal from housing. Prohibited items will be confiscated by the appropriate university officials at the time of discovery. Items will be disposed of and/or held until after applicable judicial follow-up has been conducted. At that time, the student will be given the option to collect the item(s) and send home.

B. Items that are **NEVER allowed in any residence hall** due to safety and security considerations include, but are not limited to:

<table>
<thead>
<tr>
<th>Illegal drugs</th>
<th>Alcohol bottles (full, empty, decorative, etc) <em>except within the Finish Strong community.</em></th>
<th>Candles and Incense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knives (excluding cooking knives/cutlery)</td>
<td>Firearms</td>
<td>Paintball Guns</td>
</tr>
<tr>
<td>Air Soft/Aerosol Guns</td>
<td>Ammunition</td>
<td>Slingshots</td>
</tr>
<tr>
<td>Explosives</td>
<td>Fireworks</td>
<td>Projectile Launchers</td>
</tr>
<tr>
<td>Propelled Missiles</td>
<td>Swords</td>
<td>Bows/Arrows</td>
</tr>
<tr>
<td>Gas/Charcoal Grills</td>
<td>Kitchen Appliances without auto shut off capabilities</td>
<td>Miscellaneous Weapons</td>
</tr>
<tr>
<td>Replica Weapons</td>
<td>Dangerous Chemicals</td>
<td>Flammable Fluids</td>
</tr>
<tr>
<td>Hookahs</td>
<td>Halogen Lamps</td>
<td>Internal Combustion Engines</td>
</tr>
<tr>
<td>Portable Heaters/ACs</td>
<td>Extension Cords</td>
<td>Large fabric decorations</td>
</tr>
</tbody>
</table>

C. In addition to the items listed in B above, items that are **never allowed in Windward Commons** include but are not limited to:

<table>
<thead>
<tr>
<th>George Foreman Grills</th>
<th>Hot Plates</th>
<th>Electric Skillets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full size refrigerators</td>
<td>Toasters</td>
<td>Fryers</td>
</tr>
</tbody>
</table>

NOTE: The Office of Housing and Residence Life reserves the right to edit, change, revise, and/or update this document as necessary. Residents will be notified via their student email account of any published change of the Housing and Residence Life Rules and Regulations.
XXVII. Quiet Hours & Courtesy Hours
A. Quiet hours are as follows:
   - Sunday through Thursday: 10 p.m. to 10 am.
   - Friday and Saturday: 12 a.m. to 10 a.m.
Violations of quiet hours may result in administrative or judicial referral.
B. Courtesy hours are in effect 24 hours per day. Living in the residence halls involves respecting the needs of all community members at all times. Residents are expected to show courtesy to their neighbors and honor all reasonable requests regarding noise regardless of the time of day.

XXVIII. Smoking/ Tobacco Use
A. Armstrong Atlantic State University is a Tobacco Free Campus. Use of any tobacco product is not permitted anywhere on Campus.
B. An automatic fine of $100 will be charged to any student found smoking inside a residential facility or within 10 feet of a residential entrance. This includes but is not limited to interior of apartments, rooms, lounges, interior stairwells, kitchens, bathrooms, communal gathering spaces, lobbies, hallways, outdoor breezeways, outdoor stairwells, or within 10 feet of an air ventilation system intake or open window.

XXIX. Temporary Suspensions
Any resident involved in a Code of Conduct violation may be temporarily suspended from the residence halls, pending adjudication of his/her case. The Director of Housing and Residence Life/designee will make this determination based on the severity of the incident that occurred. Residents who are temporarily suspended must vacate their room immediately and are not allowed in any residential space on campus until a final decision has been made via the judicial process.

XXX. Other Policies
The Office of Housing and Residence Life reserves the right to prohibit any item or activity deemed to be harmful, ill advised, or not in the best interest of the University or its students. Residents are required to know and comply with all policies and regulations contained within the Code of Conduct and other Housing and Residence Life publications.
Glossary of Terms

**Break Request**: In the event that a student suffers significant hardship by moving out during a scheduled break between enrollment periods, the student may submit a housing break request form. If the request is approved, the student will be required to pay an additional monetary amount for the additional stay as well as agree to comply by specified break period amendments to the housing rules and regulations.

**Cancellation Request**: A cancellation and intent to vacate form must be submitted by any student wishing to terminate his/her room contract prior to the end of the contracted term. Students who do not meet the conditions outlined in section IV.C. will likely be charged a fee for breaking the contract.

**Co-habitation**: Co-habitation exists when a person not assigned to a particular residential facility is found living in that facility with the permission of the residents of the room/apartment. Generally, this term can be applied to any guest who has exceeded the maximum allowable number of overnight visits per month. It can also be applied to opposite sex visitation violations; particularly those of a habitual nature. Co-habitation is against housing policy and will result in judicial action.

**Express Move-Out**: During an express move-out, students elect to waive their right to be present during the move-out inspection conducted by the designated housing staff member for their residential area. The resident elects to turn in his/her keys to the room in an express move-out envelope and agrees to accept the damage documentation/findings of the housing staff member completing the inspection after the resident has left. Students selecting the express move-out option will be held to the same standards of facility cleanliness and repair as those conducting a standard move-out. While a standard move-out is encouraged, we understand that a resident’s schedule does not always permit this option. The express move-out is a convenient alternative. Consult your area office for more information.

**Health and Safety Inspection (HSI)**: Housing and Residence Life conducts a series of advertised health and safety inspections of the residential facility units each term (typically 3 per semester). During this process, authorized housing staff members enter the residential units to look for anything that may compromise a student’s health or safety within the unit. This includes but is not limited to cleanliness and sanitation, facility disrepair, appliance operation, as well as checking points of egress to ensure compliance with fire safety regulations. Please note that the university reserves the right to look inside any university provided appliance (microwave, oven, dishwasher, and refrigerator) to ensure proper operation and cleanliness. Housing may also look under sinks to ensure there are no leaks.

Students found to be in violation of health and safety requirements/guidelines will receive an administrative fine. In extreme cases, students who continually and/or egregiously violate health and safety guidelines will be removed from housing and/or excluded from renewing for subsequent terms.

**Move-In**: Move-in is defined as the process that is completed when a student checks-in to their residence hall room, moves in their belongings, and completes all necessary administrative paperwork (emergency contact form, room condition report, etc).

**Move-Out**: The process that is completed when a student removes his/her belongings from the residence space, cleans the space to prepare it for the next resident, undergoes the move-out inspection for damages, turns in keys and signs all required administrative paperwork (i.e. room condition report, express move-out form if applicable).

**Room Condition Report (RCR)**: Before your arrival, housing staff members entered your unit to check for maintenance issues, damages and overall suitability for a new occupant. The damages and/or maintenance concerns that were present are noted on an RCR so that the new student occupying the space will not be charged for damages made by past occupants. Upon move-out, your room will be checked once again, and any new damages will be noted for damage billing purposes.

**Squatter**: Defined as a person who is residing in a residential space that is not assigned to them and that they are not paying for. This term may be used to describe a guest of a resident who is staying more than the approved number of nights each month. It may also be used to describe a resident who has been removed from housing and is being permitted to remain by his/her former roommates. (See also co-habitation)

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