guide to

RESIDENTIAL LIVING

2015–2016

Auburn University • Residence Life
The Residence Life staff welcomes you to Auburn. We hope your time on campus will be fun, rewarding, full of memorable experiences, and warm, lasting friendships.

We invite you to become an active participant in your residence hall and residential neighborhood, and urge you to read the important information contained in these pages.

Our mission is to enable student success by creating and supporting welcoming, safe, and inclusive residential communities.

Auburn University is an equal opportunity educational institution.

Design: Meagan Winchester
Dear Resident,

We are glad you have chosen to live on campus! The Residence Life staff is here to help you adjust to living in a residential community and make the most of your experience at Auburn University. Our mission is to enable student success by creating and supporting welcoming, safe, and inclusive residential communities.

This Guide provides you with a description of our staff and services, an overview of Auburn’s policies and procedures, and a description of what to expect from our student conduct process.

Please do not hesitate to contact us if you have any questions or need assistance. The Residence Life office is located in Lucille Burton Hall, 305 West Samford Avenue. Our office is open Monday through Friday, 7:45 a.m. to 11:45 a.m. and 12:45 p.m. to 4:45 p.m. You may also call us at (334) 844-3460 or email residence-life@auburn.edu.

The Housing office is also located in Burton Hall and can be reached by phone at (334) 844-4580 or by email at housing@auburn.edu. They are available to answer any questions about your room assignment and/or accommodations.

We look forward to getting to know you.

War Eagle!

Virginia Koch

Virginia Koch, Ph.D.
Director, Residence Life

Auburn’s residence halls are divided into eight residential neighborhoods. Each neighborhood is served by a team of Resident Assistants who are led by a Graduate Area Coordinator and an Area Director. All residential buildings in a neighborhood are located in close proximity to each other and neighborhood RAs share duty responsibilities for their respective neighborhoods 24-hours a day, 7 days a week. RAs in South Donahue and Cambridge are only on duty for their respective buildings.

**Village North:** Aubie, Eagle, Talon & Tiger
**Village South:** Oak, Willow, Magnolia & Plainsman
**Upper Quad:** Broun, Harper, Little & Teague
**Lower Quad:** Dowdell, Glenn, Lane, Lupton, Keller & Owen

**Hill West:** Dobbs, Dunn, Dowell, Graves, Leischuck, Sasnett & Toomer
**Hill East:** Boyd, Duncan, Hollifield, Hall M & Knapp
**South Donahue
Cambridge**
Resident Assistants (RAs)
Each hall has at least two Resident Assistants (RAs). RAs are sophomores, juniors, or seniors who work for Residence Life and help students adjust to college life. RAs are friendly and approachable, so feel free to talk to any staff member about any concerns you may have. They are great resources regarding how to get involved on campus and effective study habits. RAs help students learn to live cooperatively with others by developing community, mediating conflicts, and reporting policy violations. RAs also ensure that everyone is familiar with safety and security procedures.

To develop a sense of community and help you meet new people, RAs sponsor many programs throughout the year. Read the dry erase board in your lobby to learn about these events and other timely updates about events in your hall. Many halls use Facebook or social media outlets to advertise events. Talk to your RA about how to get involved in your hall.

RA on Duty
At least one RA is on duty for your residence hall each evening from 8 p.m. to 8 a.m. Check the bulletin board in your hall lobby to learn how to contact the RA on duty. We advise you to store these numbers in your phone.

RA on Duty Phone Numbers
Hill West (334) 703-5893; (334) 703-5897
Hill East (334) 703-5804; (334) 703-6466
Lower Quad (334) 703-7342; (334) 703-5766
Upper Quad (334) 703-6598; (334) 703-6516
Village North (334) 703-5618; (334) 703-5347
Village South (334) 703-5288; (334) 703-5148
Cambridge (334) 703-5140
South Donahue (334) 740-3147

Graduate Area Coordinators (GACs)
Each neighborhood RA staff is supervised by a Graduate Area Coordinator (GAC) who lives on campus. The GAC is an Auburn graduate student who works part-time for Residence Life. The GAC coordinates all community development activities of the RAs in their neighborhood, serves as a resource for emergency situations, and meets with residents to resolve roommate disputes or address other resident concerns.

Each GAC has an office in their residential neighborhood. Hall security doors may limit non-resident access to halls where the GAC office is located, so please email your GAC to schedule an appointment and arrange entry into their office. GAC names and contact information is available on our website.

Neighborhood
Upper Quad
Lower Quad
Hill West
Hill East
Village North
Village South
South Donahue
Cambridge

GAC Office Location
Harper
Lupton
Sasnett
Boyd
Talon
Plainsman
South Donahue
Cambridge

Area Directors (ADs)
Area Directors (ADs) are full-time, professional staff members who live on campus and coordinate operations and staff. Each Area Director supervises the student staff in her/his area to ensure that they are providing consistent service to residents and contributing to the safety of residents. Area Directors coordinate staff selection, training, and staff developmental programs. Area Director offices are located in Burton Hall.

For a list of current Area Directors and the Residence Halls under their responsibility, visit our website.

Faculty-in-Residence (FIRs)
Residence Life is honored to have three Auburn faculty members living on campus and available to residents. Our Faculty-in-Residence (FIRs) live in three Village residence halls and host social and educational events for residents of those halls as well as all residents. Each FIR supports the social and intellectual development of residents by promoting effective learning habits, engaging students in educationally purposeful activities, and encouraging intellectual curiosity. For more information about Auburn’s Faculty-in-Residence, visit the Residence Life website.
you and your roommates

We want you to love living on campus! Whether you share a room or a suite with other Auburn students, you have a responsibility to live cooperatively with them. Today, few college students have experience sharing a room with another person. Many students have grown up having a private bedroom and the idea of sharing space with a non-family member can be daunting. Residence Life staff are here to help you adjust to this new experience and to help you learn to thrive.

You and your roommates or suitemates do not need to be best friends, however, it is important to be respectful of each other. Common roommate or suitemate concerns center around five issues: noise, cleanliness, hosting guests, respect for personal belongings, and adherence to University policies. Effective and ongoing communication is essential to making the best of your roommate experience. To assist you in reducing potential conflicts with your roommate or suitemates, Residence Life provides Roommate and Suitemate Agreements that you are expected to complete at the beginning of the semester or each time you begin living with a new person. These agreements will be revisited, and if necessary adjusted, when conflicts arise.

It is important to be in contact with your Resident Assistant (RA) before major conflicts arise. If you are uneasy with habits or behaviors of your roommate or suitemates, we encourage you to talk with them first. More often than not, they do not realize that their habits bother you. We recognize that you may feel uneasy raising your concerns. The RAs can coach you on how to address the situation and, if necessary, provide conflict mediation between you and the other people involved. It is always best to address issues before they reach a boiling point.

Residence Life hosts Roommate/Suitemate Workshops throughout the year for you and your roommate to attend to help you learn to communicate effectively and have a great relationship. Visit the Residence Life website or talk with your RA for more information about opportunities to register for these workshops.
All residents are expected to contribute to welcoming, safe, and inclusive residential communities. While you live on campus, Residence Life staff are here to help you learn to develop healthy, respectful, and mutually helpful relationships with others. The rights and responsibilities outlined here provide a roadmap for living cooperatively with others.

**Residents have the right to:**
1. Live in a clean, secure, and inclusive living environment
2. Facilities and programs that support their academic success
3. The respect and safety of personal property
4. Study without interruption or interference
5. Be free from unreasonable noise and other barriers to learning
6. Expect adherence to Auburn's policies
7. Have access to University staff who provide assistance, guidance, and support as needed
8. Host guests, within Auburn's visitation and guest policy
9. Receive equitable treatment when their behavior is in question
10. Live free of harassment and coercive behavior based on race, color, sex, religion, sexual orientation, gender identity/expression, national origin, age, or disability

**Residents have the responsibility to:**
1. Work hard as they pursue intellectual growth both in and outside of the classroom
2. Demonstrate care and concern for the welfare of others
3. Accept responsibility for their behavior and the behavior of their guests
4. Respect the diverse backgrounds and interests of others who are different from them
5. Constructively resolve conflict in a mature manner
6. Express themselves using open, authentic, and civil communication
7. Take seriously the perspectives of others in a respectful manner
8. Comply with reasonable requests of fellow residents or Auburn officials
9. Report violations of Auburn rules and regulations to hall staff in a timely manner
10. Engage in behaviors and contribute to environments which promote personal health and wellness and reduce personal and community harm
11. Display responsible citizenship by acting in compliance with Auburn's Code of Student Discipline and residential policies (a.k.a., Community Standards)
12. Cooperate in the investigation, hearing, or administration of incidents related to alleged violations of Auburn's Code of Student Discipline and residential policies (a.k.a., Community Standards)
13. Accept responsibility for personal and community safety
Here is important information you must know about living on campus. If you have any questions, contact your Resident Assistant.

**Alcohol and Drugs:** The possession, distribution or consumption of alcohol in University operated residence halls is prohibited, regardless of age. Knowingly being in the presence of alcohol or illegal drugs, whether or not the substance is actively being used, is prohibited. All residents and their guests are expected to follow the Residence Hall Alcohol and Drug Policy.

**Bicycles:** All bicycles must be registered with the Parking Services office. Bicycles must be parked in racks and may not be parked in any location that obstructs pedestrian traffic. Bicycles may not be kept in student rooms or stored in any other part of the residence hall. Bike helmet and bike lights are recommended. See the Bicycle Policy for more information.

**Cleaning:** Residents are responsible for keeping their room, bathroom, and suite in a clean and sanitary condition. It is important to develop and follow a cleaning schedule with your roommates or suitemates. Purchase "Safer Choice" or "Green Seal" certified products to protect you and the environment. Damage and/or cleaning charges will be assessed for rooms or suites left in unsatisfactory condition at check-out. A Room Condition Form (RCF) is provided to residents when they move in and at check-out in order to document damages and determine repair/replacement costs and any cleaning charges.

**Cooking:** Most residence halls provide common kitchens in which residents may cook. Residents are responsible for cleaning up after themselves when they use the kitchens. For the safety of all residents, do not leave food unattended while cooking. A common mistake is to overcook microwave popcorn. We highly recommend that residents do not use the "Popcorn" button on the microwave, instead follow the cooking directions on the package and watch it carefully. Burnt popcorn may activate your hall's fire alarm which causes all residents to evacuate. If your actions cause the Fire Department to respond, Property Management will impose a $200 fine in addition to any costs for cleanup and/or restoration.

**Courtesy Hours:** Courtesy hours are in effect at all times; 24 hours a day, seven days a week, in all areas of the residence halls including student rooms, suites, hallways, and lobbies. During courtesy hours a resident may ask another resident to reduce the noise. The resident(s) causing the noise are expected to comply with requests to reduce or eliminate noise. For more information about noise expectations in the residence halls, read the Noise Policy.

**Decoration and Furnishings:** All residents must decorate their rooms in compliance with the Decorations and Furnishings Policy.

**Garbage and Recycling:** Residents are responsible for emptying their own garbage and recycling and transporting it to the dumpsters or receptacles adjacent to their residence hall. Residents are expected to put their trash in the university's trash dumpsters (photo left) and recycling into the blue roll carts. (photo center). Resident trash and recycling must not be placed in or near the Hand Pick Up (HPU) bins (photo right). All residents are encouraged to recycle plastic, paper, cardboard, aluminum and tin cans. Residents are provided with reusable recycling bags for collecting and transporting recyclables. To learn more about recycling in the residence halls, visit the Residential Recycling website.
Heating/Cooling: Cambridge rooms and the suites in South Donahue and the Village residence halls have a thermostat to control heating and air-conditioning. Due to the nature of the mechanical system in the Quad and Hill, heating and air-conditioning on demand is not available. The Housing Office sends Quad and Hill residents notification when heating and cooling is switched.

Hosting Guests: Residents are permitted to hosts guests in their rooms as long as they follow the rules outlined in the Visitation and Guest Policy. Cambridge, Quad, and Hill residents may host guests from 10 a.m. to midnight Sunday through Thursday, and 10 a.m. to 2 a.m. Friday and Saturday. Village and South Donahue residents may host guests from 10 a.m. to 2 a.m. each day. All residents are responsible for the behavior of their guests. Residents can visit other residents in the same building at any time, as long as they are invited and all roommates consent. A resident may have no more than two overnight guests at any one time, provided all roommates/suitemates approve. To learn more about restrictions related to overnight guests and the hours residents can host guests, read the Visitation and Guest Policy.

Lockouts: For your personal safety, it is important to lock your room or suite door each time you leave and carry your keys with you at all times. After the 15th day of classes in the Fall, residents are charged $25 each time they request lock out assistance. From 2 am to 10 am, the lock out assistance fee is $50. To request lock out assistance, call the RA on duty phone. Depending on staff availability, it may take up to an hour to respond to your request. Residents may be required to show proof that the keys are in their room and if the keys cannot be produced, the RA will report the keys lost and the student will be charged $100 for a lock change. When a resident requests lock out assistance more than three times in a three month period, the resident will be referred to Residence Life for excessive lockouts. For more information about keys and residence hall access, read the Key and Hall Access Policy.

Needle Disposal: For medical reasons some students must use hypodermic needles and syringes. Used needles and syringes cannot be placed in regular trash containers. Alabama Department of Environmental Management regulations require that used needles and syringes must be placed in “SHARPS” containers. Contact Auburn’s Medical Clinic (334) 844-6125, to make arrangements to discard your SHARPS container with them.

Personal Property: Auburn University and Property Management are not responsible for residents’ belongings during occupancy or after check-out. Residents are encouraged to have appropriate and adequate renters’ insurance or to make sure your belongings are covered under your parents’ home owner’s insurance.

Pets: Pets, except fish, are prohibited in the residence halls. You may keep fish in your room providing (a) the fish tank does not exceed 20 U.S. gallons and (b) all residents of the room agree to have a fish tank in the room. You are responsible for caring for the fish over breaks. Please keep in mind that almost all of the halls are closed between Fall and Spring semesters.

Any prohibited pets found during room inspections must be removed within 24 hours. The pet owner will be fined $200 and will be referred to Residence Life for conduct sanctions. Additionally, the pet owner may be assessed for pest control and/or cleaning costs. Read the Pet Policy for more information. Service animals are permitted and must be registered with the Housing office.

Quiet Hours: Quiet hours in all residence halls are 10 pm to 10 am every day. The Noise Policy applies to all residents and their guests.

Smoking: Auburn is a smoke-free campus. Smoking is prohibited in all interior and exterior areas of all residence halls. Evidence of smoking will result in a $200 fine.
Fire Safety

Electrical Outlets: Do not overload electrical outlets, instead use “smart” power strips with surge protection. Unplug items that you use periodically (i.e., phone charger, hair dryer). If a circuit breaker is tripped, contact Property Management. Use of extension cords is not permitted.

Fire Drills: Alabama law requires fire drills each semester, and if present, all residents in the building are required to participate. Any time an alarm sounds, exit the building immediately and do not re-enter the building - even if the alarm silences - until told to do so by the Auburn Fire Department or a Residence Life staff member. Talk to your RA if you have any questions about fire drills or fire safety.

Reporting a fire: If you smell smoke or discover a fire, pull the nearest fire alarm, exit the building, and call 911 to report it.

Inspections, Prohibited Items, and Fines

Room/Suite Inspections: Your room and/or suite will be periodically inspected by Property Management staff. Inspections may be announced or unannounced. Any unacceptable conditions found during the inspection must be corrected within the specified time frame and will carry with them mandatory fines. Policy violations will be reported to Residence Life for conduct sanctions. Any prohibited items discovered during room inspections will be confiscated by Property Management staff and fines will be imposed.

At the start of Thanksgiving, Winter, and Spring breaks, RAs will check each resident’s room to ensure that they are gone and have followed all closing procedures. When RAs notice policy violations in a resident’s room, the violations will be reported to Residence Life.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
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<tbody>
<tr>
<td>Lit candles, burning incense, or candles with burnt wicks</td>
<td>$100</td>
</tr>
<tr>
<td>Tampering with, disabling, or vandalizing fire safety equipment</td>
<td>$200</td>
</tr>
<tr>
<td>Pets other than fish</td>
<td>$200</td>
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<tr>
<td>Weapons or firearms (including airsoft guns)</td>
<td>$200</td>
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</tbody>
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Room/Suite Entry: Residence Life staff members and other authorized University personnel may enter a resident’s room and/or suite under the following circumstances:
- when there is an immediate threat to the health and safety of residents/property
- when it is necessary to preserve campus order, security, or discipline
- during fire drills or severe weather evacuations
- for routine maintenance repairs or inspections
- at closing for all university breaks

Weapons and Firearms: During room-suite inspections, any weapons or firearms found will be confiscated and turned over to the proper authorities and a $200 fine will be imposed. See the Dangerous Weapons and Firearms Policy for a list of prohibited items. Residence Life prohibits the possession and use of airsoft guns.

Hall Security

Security of your residence hall is everyone's responsibility. If you have any questions or concerns about hall security, talk to your Resident Assistant.

Hall Access: Carry your keys and TigerCard with you at all times. Do not prop exterior or interior doors and if you see a door propped open, close it immediately.

Keys/TigerCards: Residents are responsible for the key(s) assigned to them at check-in. Report a broken, lost, or stolen key or TigerCard to your RA immediately. Lost or stolen cards should be reported immediately to the Tiger Card website to deactivate the card and to request a replacement card. If you lose your key or it is stolen, there will be a $100 lock change fee billed directly to your student account.

Room Security: When you are sleeping or anytime you leave your room, always lock your room/suite door and take your keys with you. Immediately report lost keys to your RA or damaged lock mechanisms to Property Management.

Should you suspect a theft has occurred, contact a Residence Life staff member (i.e., the RA on duty or your RA), and file a report with the Auburn Police: (334) 501-3100.

You are encouraged to check with your family's insurance provider to determine if your homeowner's/apartment dweller's policy might cover your personal property. If this coverage is not provided, you may wish to consider obtaining personal renter's insurance.

Suspicious Behavior: Never let people you do not know into your residence hall. If you notice someone loitering outside your building or attempting to follow a resident into the hall, call Auburn Public Safety and Security immediately.
Severe Weather: **Severe weather** is a threat to campus and every resident needs to know how to respond. In Alabama, tornadoes can occur any time of the year, but peak in the spring - March through May - and again in November.

**Tornado Watch:** This means that conditions are favorable for severe weather and possible tornadoes. During a watch, you should consider how you will seek shelter should a Tornado WARNING be issued. You may not have time to start looking for a safe area once the warning is issued. The outdoor warning sirens will not sound unless there is a tornado warning.

**Tornado Warning:** This means that a tornado has either been seen or appears on a weather radar. The Outdoor Warning Sirens will sound when there is a Tornado WARNING for campus and they are intended to warn people that are outdoors. Once the Tornado WARNING is issued for campus, an AU ALERT, along with the indoor public address system in the Village residence halls may also be activated in an effort to provide instructions.

**Outdoor Warning Sirens:** The Outdoor Warning Sirens on campus are tested the 4th Wednesday of each month at noon. The Outdoor Warning Sirens that are located off campus are tested every Wednesday at noon. Because the outdoor warning sirens may not be heard indoors, Students are encouraged to [sign up for Auburn's emergency notification system](#) and to consider purchasing a NOAA weather radio. AU ALERT is only used to communicate time-sensitive information via text, voice, email and social media. To learn more about the [AU Alert System](#), visit their website.

If you receive an alert that there is a Tornado Warning, take shelter immediately in the designated shelter locations. Shelter locations are clearly marked with white and green signs and are typically located on the lower interior portions of the buildings on campus. Severe Weather Shelter locations are identified on building diagrams.

- If shelter is not available, move to the center and lowest point of your building.
- Stay away from windows and doors to prevent injury from glass or other flying objects and cover your head with any heavy/bulky object to protect yourself.
- Do not go outdoors to watch the storm, Public Safety personnel and trained storm spotters will be monitoring the situation.
- If you are in a vehicle, seek shelter in a building, or other safe place. As a last resort, you should seek shelter in a ditch or low lying area until the threat passes. Be careful and look for low area flooding as well.
- If flood water rises, do not attempt to wade or travel through the stream, even small amounts of water can be very dangerous.
- Report any injury/damage to the 911 dispatcher and provide them as much information as possible to respond to the emergency.
- Once the storm has cleared and only after dialing 911 for help, then notify Public Safety & Security/Emergency Management at (334) 844-8888 of any damages or injuries.

Shelter-In-Place: If you are advised to **"shelter-in-place"** follow the instructions provided at that time. In most cases, you will be asked to stay indoors, stay away from all windows and doors until the danger passes and you receive an “all clear message”.

Suspicious Object or Package: If you find or receive a report of a suspicious object or package, DO NOT TOUCH the object/package and immediately call 911 to report it. Leave the immediate area and tell others around you so they can clear the area as well. Auburn Police will respond and investigate. Do not initiate a building evacuation unless instructed to do so by Auburn Police or Public Safety personnel.
Building Maintenance: Property Management provides general maintenance (i.e., painting, plumbing, electrical, carpentry, heat and air conditioning) and custodial services in each residence hall. Custodians regularly clean all public areas of residence halls including lobbies, public restrooms, corridors, study rooms, and laundry rooms. Custodians do not clean resident's rooms or bathrooms.

Cable TV: View a list of TV channels available on Auburn Office of Information Technology's website. A digital television with a QAM Cable Tuner is required to access cable TV.

Internet Access: Wireless internet access is available across campus and in each residence hall. For more information about these services or to report a problem with your internet, visit the AU Wireless website.

Laundry Facilities: Hill residents have access to washers and dryers in each of their residence halls and/or in Terrell Hall. Quad residents have access to laundry facilities at the Quad Center. Village and Cambridge residents have access to laundry machines in their halls. Each suite in South Donahue Hall is furnished with a washer and dryer. Residents are responsible for providing their own detergent and other laundry supplies. Auburn University does not offer a linen service.

Mail Services: Each resident is assigned a mailbox in an area mailroom at the Village, Quad Center (Quad), Burton Hall (Hill), Cambridge, or South Donahue. To learn more about mailroom locations, hours of operation and services, visit the mail services website.

Pest Control: If you see signs of insects or other pests in your living area, submit an online maintenance request form. Questions or concerns regarding pest control may be directed to Property Management (334) 844-4477. To help control pests, you should keep all clothes, shoes and other personal items off the floor and baseboards, keep food in containers and off of floors and counters, and empty your trash regularly.

Police: For emergencies, call 911. For non-emergency matters, call (334) 501-3100. Residents are encouraged to report suspicious behavior or unusual circumstances to the police and Residence Life staff immediately. Do not assume that you are overreacting or that someone else has called.

Telephones: The University does not offer land line phone service.

Tiger Dining: Dining facilities are located in close proximity to the residence halls. Residents may use their dining plan in any dining facility. For more information about campus dining, visit the Tiger Dining website.

Mail Services: Each resident is assigned a mailbox in an area mailroom at the Village, Quad Center (Quad), Burton Hall (Hill), Cambridge, or South Donahue. To learn more about mailroom locations, hours of operation and services, visit the mail services website.

Parking: Students who live on campus park in different zones than students who live off campus. The Parking Services office is located on the second floor of the South Quad parking deck. To learn more about parking on campus, visit the parking office website.

TigerMail: Your TigerMail email account is the official form of communication of Auburn University. Check your email account frequently for important information from Housing and Residence Life staff as well as other University departments.

Work Order Request: Residents may submit non-emergency maintenance work orders 24/7 online. To request emergency repairs during Property Management's business hours (Monday through Friday, 7:30 am to 6 pm), call (334) 844-4477. To request emergency repair work after regular business hours, or on weekends, call (334) 844-4357 (HELP).
your housing agreement contractual obligations

The Housing Agreement is your contract with Auburn University for the academic year. You must pay rent to the University while you are enrolled as a student. No rent refund will be issued for withdrawals after the 15th class day. No subleases are allowed.

Break Closing: The University does not provide temporary housing during breaks. With the exception of South Donahue and Cambridge Hall, all residence halls close during all University breaks. Residents may not stay in the other halls during breaks and will not be allowed to return to the halls until they are officially re-opened. You should be aware that there may be interruption in utility services (i.e., heat, a/c, electricity, water) due to maintenance that can only be accomplished during breaks. During breaks, Auburn's Property Management personnel may move furniture or other items in order to service heating/air conditioning units in the Hill and Quad. Finally, be sure to unplug all electronics before leaving for break.

Cancellation during the Semester: If you move out during the semester, you must submit the Cancellation Request Form and properly check out with a staff member. If you are still under contract, you will pay rent for the remainder of the Fall and Spring semesters.

Cancellation for Spring Semester: To cancel your Housing Agreement (subject to its Terms, which may include continued rent payment) you must submit the Cancellation Request Form to the Housing Office.

Check In: When you move into your room, all residents, new or returning, are required to check in with a hall staff member. This process includes receiving appropriate keys, reviewing and signing the Room Condition Form, and receiving other information from the Residence Life Staff. Residents who fail to complete this process are billed an Improper Check-In fee of $100.

Check Out: When you are ready to vacate your room, the following check-out procedures must be completed:
- Thoroughly clean all University property, including appliances.
- Properly dispose of personal garbage by removing it to the dumpsters. No trash should be left in the room or outside the door. In all areas, large items to be discarded must be carried to a dumpster, not left outside the door.
- Sign up for a check-out appointment or complete an Express Check-Out waiver. A staff member will inspect the condition of the vacated space and note any damages or cleaning charges on the Room Condition Form.
- Turn in all keys to a staff member.
- Residents who fail to complete this process are billed for Improper Check-Out ($100), as well as charges for keys not returned and/or for cleaning and/or damages beyond normal wear and tear.
- At the end of the Spring Semester, watch for information about Auburn’s Check Out for Charity program. Donated food and household items benefit local nonprofit groups and charities.

Collective Damage Assessment: Residents of each building are collectively responsible for maintaining the condition of all public areas in the building. When damages occur as the result of horseplay or vandalism that cannot be attributed to an individual(s), then all residents of the building may be charged.

Damages: Residents are billed for damages which include but are not limited to: destruction of University property; defacing walls, doors, windows, floors, or trim; putting holes in doors or walls; painting University property; leaving stains or tape, glue, or putty residue; and fire/smoke/water damage due to negligence.

Room Change Requests: There are two room change days at the beginning of the fall semester and a third room change day near midterm. On these days, on a first-come, first-served basis, residents may come to Burton Hall to inquire about spaces available for an immediate move. If space is not available where you wish to live, you will be placed on a waiting list for a move at the beginning of the Spring Semester. There will be two room change days at the beginning of Spring Semester and a third near midterm as well. Except in extreme circumstances, no moves for fall or spring semester are permitted after the final room change day each term. Room change dates are listed in the Housing and Residence Life calendar.
All Auburn students living on campus are expected to know and abide by all residence hall policies and procedures and to inform their guests of relevant policies prior to hosting them on campus. Residents have a responsibility to report violations of Auburn rules and regulations to a Residence Life staff member or may report using an online form. Residence Life staff members are expected to report violations of residential policies or procedures and/or University policies.

Addressing Violations:
When a student is documented for alleged violation(s) of Auburn policies, usually through an incident report, a hearing officer is assigned to consider charges against the student. In cases where the student is involved in a minor and/or first time policy violation, the hearing officer may determine an outcome on the case without a conduct meeting. The student has the option to accept the hearing officer’s decision and complete the assigned sanctions or to meet with the hearing officer to discuss the charge(s) and/or sanction(s).

When a student is documented for other alleged violation(s) of Auburn policies, a hearing officer is assigned according to the severity of the situation, the student’s previous conduct record, and the residential neighborhood where the alleged violation(s) occurred. The hearing officer may be a Graduate Area Coordinator, Area Director, Assistant Director, or the Director of Residence Life.

Depending on the nature of the alleged violation(s), the student may be referred to a hearing officer outside of Residence Life for investigation and/or Administrative Resolution, such as the Office of Student Conduct for alleged violations such as hazing, theft, illegal drugs, weapons, or violations of probation, or the Title IX Office for alleged violations of sexual misconduct or harassment.

A conduct meeting is a one-on-one discussion between the student and the hearing officer. The hearing officer reviews the alleged policy violation(s) involving the student, listens to the student's recollection of events, and gathers information necessary to determine a decision on the case. Other students involved in the incident may also be met with to gather additional information. The standard for determining whether or not a student is in violation of the stated policies is preponderance of evidence (i.e., enough evidence is provided to determine that it is more likely than not that a policy was violated). The student has the right to appeal the decision and/or sanctions of the hearing officer.

Failure to schedule and attend a conduct meeting or to complete a sanction by the requested date may result in a hold being placed on the student’s academic record. An academic hold prevents the student from obtaining transcripts, registering, dropping or adding classes, withdrawing and/or graduating from Auburn University. Failure to attend a scheduled conduct meeting may result in the hearing officer making a decision without the student’s input and/or additional sanctions.

Students who are found responsible for violating University policies may receive a range of restrictive, educational, corrective or restorative sanctions, interventions and/or referrals. These sanctions may be issued in addition to any fines or fees imposed by Property Management. When considering the sanctions or outcomes, the hearing officer may consider a range of factors, including:
- the nature and severity of the incident
- the conduct history of the student
- the developmental needs of the student
- the level of accountability and responsibility taken by the student
- the level of cooperation from the student
- the interests of the community and those impacted by the conduct
- any other aggravating, mitigating or relevant factors

Possible sanctions include but are not limited to, apology letter, community service, educational follow up and/or presentation, financial restitution, housing relocation, housing termination, loss of privileges, no contact, parent/guardian notification, probation, reflection paper, warning, residential education seminars and interventions, and Tiger Education Screening Intervention (TESI).
Sanctions

Sanction Definitions
When a student is found responsible for violating Auburn policies, one or more of the following sanctions may be imposed.

Apology Letter. This restorative sanction is issued when the student has done or said something that warrants an apology to another person or persons.

Community Service. Depending on the nature of the policy violation, students will be assigned to complete a specified number of hours with a local service agency.

Educational Follow up. After a period of time, the student is required to meet with the hearing officer to reflect on their policy violation(s) and discuss if and how their behavior has changed since sanctions were imposed.

Educational Presentation. The student is required to create and present an educational program, usually to peers, on a subject related to the policy violation.

Financial Restitution. The student is required to pay for damage caused to University property or personal property of another student.

Housing Relocation. A student is required to move from their current room assignment to another residential community.

Housing Termination. When a student’s Housing Agreement is terminated, the student must remove all personal belongings from the assigned room by the effective date. The student is responsible for the full cost of the residence hall space for the remainder of the semester in which the termination occurs. Housing prepayments for the following academic year also may be forfeited according to established cancellation deadlines. In addition to termination of the Housing Agreement, the student may be banned from entering any on campus residence hall. Unless otherwise noted, this ban includes non-residential areas included within the confines of a residential complex, including, but not limited to, fitness centers, dining centers, mail rooms, study spaces, and community centers.

Loss of Privileges. For a period of time, the student loses specific privileges such as visitation (i.e., the ability to host guests).

No Contact. For a period of time, students are not permitted to contact each other.

Parent/Guardian Notification. The hearing officer sends a letter regarding the policy(ies) the student was found responsible for violating to the student’s parent(s) or guardian(s).

Probation. During the probation period, the student is on notice that involvement in any further incidents may or will result in more severe sanctions, including, but not limited to, housing termination, suspension, and/or expulsion.

Reflection Paper. The student is required to write a personal reflection regarding one’s behavior and lessons learned that will be applied to future behavior. The hearing officer provides the student with guidelines and a required submission date.

Warning. A warning is written notification that the student’s behavior was not consistent with University policy.

Residential Education Seminars. Residential Education Seminars help students learn about the behavior that is expected of them. They are not intended to be punitive or to serve as “busy work”. Conducted by Residence Life staff members, the seminars are offered throughout the semester and students are expected to register for the first available seminar that fits their schedule. During the seminar, students who are disruptive or inattentive will be dismissed, must register for another seminar time, and may be subject to additional sanctions. Students may be assigned to one of the following Residential Education Seminars:

Fire Safety Seminar. In this interactive seminar, students will learn about residence hall fire safety policies, the rationale behind the policies, and how to make more informed decisions about living on campus and fire safety.

Community Values and Ethical Decision Making Seminar. In this interactive seminar students will explore their personal values, Auburn’s community values - as expressed in the Auburn Creed - and a framework for making sound, ethical decisions.

Tiger Education Screening Intervention (TESI). Facilitated by staff from Health Promotion and Wellness Services, TESI is an educational intervention designed to help students make better decisions regarding their use of alcohol and/or other drugs to reduce their risk for substance related harm. There is a $125 attendance fee for each student required to complete this sanction.

Parent/Guardian Notification
Residence Life staff will contact a student’s parents or legal guardians when a student is found responsible for violations of the Residence Hall Alcohol Policy when the student is under the age of 21 at the time of the incident, or violations of the Residence Hall Drug Policy. Read more about the policy on parent notification of alcohol and drug incidents.

Student Conduct Records and Confidentiality
All student conduct records are kept for a period of six years from your anniversary of matriculation (the date you entered Auburn). Read more about the student records confidentiality policy.
Appeals
The student may appeal a decision of a Residence Life Hearing Officer and/or sanction(s). The appeal is considered by the corresponding review officer listed below and the review officer’s decision is final. The student must submit a written appeal via email to the review officer within three business days of the decision of the hearing officer. Failure to submit a written appeal request within three business days will render the hearing officer’s decision final and conclusive. The hearing officer will provide the student with the name and contact information of the review officer.

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<tr>
<th>Hearing Officer</th>
<th>Review Officer</th>
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<tr>
<td>Graduate Area Coordinator</td>
<td>Area Director</td>
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<td>Area Director</td>
<td>Assistant Director</td>
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<td>Assistant Director</td>
<td>Director</td>
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Reviews must address one of the following conditions to be considered:
- A procedural error so substantial that the referred student did not receive a fair hearing
- Significant information or evidence has become available that was not available previously for the original review
- The decision was completely unsupported by the evidence
- The sanction was arbitrary or grossly disproportionate to the offense

Upon receipt of a properly filed appeal, the review officer may do one or more of the following:
- Review the record and render a written decision to the student
- Request that the hearing officer clarify the original decision and then render a written decision to the student
- Meet with the student to discuss the incident and/or appeal and render a written decision to the student

The review officer has the option to uphold, dismiss, or amend the hearing officer’s decision and/or sanctions.
community standards

Abiding by Residence Life Community Standards enables all residents to have a welcoming, safe, and inclusive living environment. When you take occupancy of your room/suite, you agree to abide by the residence hall policies listed below as well as the policies described in the Student Policy eHandbook.

1. Alcohol and Drug Policy
2. Commercial Activity and Solicitation Policy
3. Compliance Policy
4. Decorations and Furnishings Policy
5. Health, Safety, and Wellness Policy
6. Key and Hall Access Policy
7. Noise Policy
8. Pet Policy
9. Room and Suite Entry, Inspection, and Search Policy
10. Trash and Recycling Policy
11. Visitation and Guest Policy

make a difference

With over 7 billion people calling Earth home, our individual decisions and actions quickly add up to having big impacts. While these actions may seem small, they are simple things we all can easily do to help ensure we have the resources we will need tomorrow.

To Save Energy
- Turn off lights when not needed.
- Unplug electronics when not in use.
- Keep rooms cool in winter, warm in summer.
- Set computer to sleep or hibernate.
- Open curtains or blinds to use natural light.
- Walk, bike, or take Tiger Transit.

To Protect Water
- Take shorter showers.
- Do full loads of laundry with cold water.
- Turn off faucet when washing and brushing.
- Don't flush medications.

To Reduce Waste
- Share with others.
- Borrow, swap, or rent items.
- Repair or refurbish durable goods.
- Donate to and shop at second-hand stores.
- Avoid single-use items.
- Recycle.

To Build Community
- Attend hall events.
- Talk to your RAs.
- Join a student organization.
- Get to know your roommates and hallmates.

To Improve Wellbeing
- Smile.
- Eat healthy and get active.
- Join the community garden.
- Use student counseling and medical services.
- Grow air-cleansing indoor plants.
- Take the stairs.