
H A R R I E T L . W I L K E S
HONORS COLLEGE
F L O R I D A A T L A N T I C U N I V E R S I T Y.

HONORS SUMMER INSTITUTE
&
*DEPARTMENT OF HOUSING AND
RESIDENTIAL LIFE*

GUIDEBOOK
2006

GUIDELINES FOR STUDENTS PARTICIPATING IN HSI AND RESIDING IN UNIVERSITY HOUSING

General guidelines and expectations for students attending the HSI

College-level class and FAU transcripts

You should understand that the class in which you're enrolling may be considerably more rigorous than a typical high school class and it is likely to require considerable preparation time — virtually every day of the program — for reading, studying, preparing notes, and/or preparing for papers or exams. In addition, the class is taught “intensively”, which is to say that you will cover an entire semester's course in three weeks. We have set up the program with an eye to the intellectual demands that will be placed on you, but you must realize that it will, in the end, be up to you as an individual to come to the program with a strong desire to rise to this special challenge. You *will* have to work hard, but this work should pay off in many ways, especially in the experiences you will have, in the people you will meet, and in the intellectual doors it will open.

Class selections

We will do everything we can to give students one of their top two preferences in class selections (and it is quite likely that students will receive one of their top two choices). While tentative class selections will be distributed prior to the program's start, we reserve the right to change these selections, as needed, as program requirements change.

Schedule and activities

The program will keep students very busy. School week days are almost completely filled with meals, classes, labs, Scripps lectures, workshops, or study time. We will also have some physical activity planned for just about every day. Most “school night” evenings must be devoted to study time. Weekends will allow us to undertake special educational or recreational activities.

Rules

On the *Acceptance Form* that you will return to the HSI, you must initial and sign, indicating that you have read and understand the rules contained in this **Guidebook** and that you intend to abide by them as part of your enrollment agreement. While it is impossible to stipulate every subtlety of proper conduct, in general, you must obey:

- 1) all federal, state and local laws (including those regarding non-permissible activities of minors, such as smoking, consuming alcohol or illegal drugs, and internet abuse, etc.), and
- 2) all Florida Atlantic University's special rules (including Honor Code rules), and
- 3) all HSI, or FAU Residence Hall (“housing”) rules.

We expect strict adherence to the rules, which is obviously for your individual safety and for the well being of everyone involved in the program. It is important for you and your parents to understand that failure to comply with any of these rules may result in notifying your parents and expulsion without a refund.

The **Honor Code**, a copy of which is attached at the back of this Guidebook, is a general code of conduct by which every student taking classes at the Wilkes Honors College agrees to abide. It covers a broad range of behavior from adherence to high standards of honesty and integrity to the reporting of violations and contributions to academic life inside and outside the classroom. It also prohibits activities like cheating and plagiarizing.

No Refunds after HSI Begins

Refunds will not be given to a student who is sent home from the program for violation of public law or the rules and regulations of the HSI program, or FAU. Nor are refunds offered to any student who chooses to withdraw from the program once it has begun. If an enrolled student becomes too ill to continue the program, no refund can be offered.

Cars

A car will not be necessary during the three weeks of the program. In fact, students who bring a car to campus will be expected to report it and turn their keys in to staff upon arrival. This is done for the safety of students while they're attending the program and to minimize any temptation to leave the campus without authorization. Failure to comply with this rule will result in expulsion.

Safety and Supervision

Supervision and safety are very serious issues. It is important to keep the following in mind:

- Students are expected to attend all classes and program activities unless there are exceptional circumstances such as illness (in which case an HSI staff member must be notified; the student will be taken to the appropriate medical authorities if necessary).
- Attendance will be taken in classes and during activities.
- Students will not be allowed to leave campus without permission.
- There will be a strict curfew when students will need to be in their suites, usually 10 pm on most nights.

Students will not be allowed outside of their suites between the curfew and breakfast the following morning, except in an emergency. In addition, students will only be able to leave the campus, or be excused from program activities, with the special advance written permission of parents (for exceptional reasons). All recreational and outside educational activities will be supervised by program staff, including the HSI counselors, who will also live in the residence halls with the students.

Students will be segregated in the Residence Halls by sex. Students are not allowed in the wings (areas) of the opposite sex at any time. The Residence Halls will always have several counselors on site throughout the evening and night. In addition, either (1) the Director of Housing and Residential Life, or (2) a senior program person (such as the HSI Director, or the Residential Life intern), or both will be in residence. The HSI Director, Director of Housing and Residential Life, or another senior program person will also be on-call 24 hours a day. The Residence Halls are permanently locked to outsiders. Students will be issued keys to the buildings when they arrive. Visitors from outside the program are strictly prohibited from entering the Residence Halls and even family members will have to register their presence, once the program has started.

All off-campus activities will also be supervised very closely by counselors and others, including any combination of the HSI Director, the HSI professors or any other staff members participating in the activity (i.e., lab techs, field experts, etc.). Naturally, we will make arrangements for all field trip transportation during the three-week stay (which is, of course, part of the program cost).

The campus is, generally, a safe and secure place. We have our own dedicated (permanent and full-time) police staff that patrols the campus 24 hours a day. The campus also has video monitoring for increased security. If you'd like, you can visit the Jupiter campus police webpage at: <http://police.fau.edu/jupiter/>.

Photographs

Photographs may be taken of students by HSI program staff or other students. The HSI reserves the right to use any of these photos to promote future HSI programs.

Residence Hall guidelines and behavior on campus

The opportunity to enter into a University Housing Agreement is a privilege. If there is evidence of abuse by a resident of this privilege by violating FAU rules, Department of Housing and Residential Life guidelines and regulations, or terms of the HSI agreement, FAU reserves the right to impose sanctions, including a change of housing assignment, notification of parents, and/or expulsion from the program without a refund.

As suggested, it is impossible to fully specify all the nuances of orderly and professional conduct, but the following provides an alphabetical listing of common residence issues and questions.

ABANDONED PROPERTY

The Department of Housing and Residential Life does not have storage facilities. All residents' belongings must be removed from campus prior to check-out. Anything left in University Housing areas (including trash areas) will be subject to removal by the Department of Housing and Residential Life staff at the owner's expense.

AMPLIFIED EQUIPMENT

Students playing instruments in their rooms and/or common areas may be asked to stop if their playing disturbs others. Playing drums and amplified instruments is prohibited.

ANTENNAS

External antennas of any type are prohibited. This includes satellite dishes.

ASSISTANCE: COUNSELORS ON DUTY

HSI Counselors will be on duty seven days a week from 8:00 PM - 8:00 AM the following day. Counselors will conduct nightly rounds in University Housing.

BICYCLING, MOTORCYCLING, IN-LINE SKATES, SKATEBOARDING, OR SPORTS IN THE HALL

Riding bicycles, motorcycles, in-line skates or skateboards in hallways, balconies, walkways, lounges, offices and lobbies is prohibited. Riding bicycles or using in-line skates on the sidewalks must be done in a safe, appropriate manner and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks. Out of respect for community property, sports and general rough housing are not permitted in the hallways and walkways.

CABLE TELEVISION, COMMUNITY TELEVISION SETS AND TELEPHONES

There is a community TV available in the multi-purpose room of each residence hall. Access to the local cable TV is provided in each bedroom in the bedrooms and common area of the suites in the residence halls. This service provides basic cable TV channels. Running cable wiring from the cable outlet to other outlets is prohibited. Any alteration or tampering with cable equipment or connections is prohibited and will result in expulsion for the residence halls and the HSI.

CANDLES, OPEN FLAMES, INCENSE OR OPEN HEATING ELEMENTS

Possession of candles (unless wicks are clipped to the wax), open flames, incense, hot plates or other heating units with an open flame or heating element is prohibited.

CAR USAGE NOT PERMITTED DURING HSI PROGRAM

Students will not need personal transportation during the three-week program. In fact, students who bring a car to campus must report it and turn their keys in to staff upon arrival. This is done for the safety of students while they're attending the program and to minimize any temptation to leave the campus without authorization. Any failure to comply with this rule will result in expulsion.

CHECK-IN

Residents are required to check in on July 9, 2006. During check-in, a resident will receive key(s), a Room Condition Report (RCR), and other pertinent information from University Housing. Residents are expected to read all documents received at check-in from University Housing personnel or in their student mailbox. Residents are responsible for knowing the contents of these documents.

CHECK-OUT

Students will formally check out of University Housing on Saturday, July 29, 2006. Residents must meet with their Counselor prior to check out. Residents need to leave their rooms clean and orderly, must discard all trash, clean all rooms and appliances, lock doors, and close all blinds. It is important for the resident to read all check-out information.

CLEANLINESS

Residents are expected to maintain their assigned spaces in a clean and sanitary manner. Trash is to be placed, by the resident, in designated bins, trash chutes or dumpsters. Garbage may not be left in hallways, entrance-ways, stairwells, trash rooms, apartment/room, or on balconies and patios, or the resident will be charged a removal fee. Responsibilities for cleanliness of the assigned spaces is shared by all residents assigned to the unit. If trash is left outside a unit, the residents of that unit will be billed a removal fee.

COMMUNICABLE DISEASES

Residents who contract a communicable disease and are ordered quarantined by the Student Health Services staff will be required to immediately find other lodging at their own expense until clearance to return is given by a University physician. Failure to comply with this policy will result in expulsion from the HSI. There may be need for the Department of Housing and Residential Life staff to enter the unit in order to provide cleaning; charges may be assessed.

COMPUTER/INTERNET USE (AND ABUSE) AND RESNET

Students must comply with all local, state and federal laws and FAU regulations concerning internet use. The residence hall policy is adapted from the University IRM policy noted in the University Student Handbook. For detailed information on FAU's Computer Usage policy, please visit

<http://www.fau.edu/irm/techpolicies.pdf>

The primary purpose of the RESNET network is to support the educational mission and goals of the University. In support of these goals, the following activities are expressly prohibited and may result in revocation of ResNet service, possible University action and/or criminal charges.

Setting up a router and building a private subnet; setting up ANY type of information server such as web, gopher, e-mail, games, etc.; propagating e-mail chain letters; forging mail; allowing non-residents, including students, access to ResNet, the use of ResNet for personal financial gain; copying University-owned or licensed information to another computer without prior written approval; modifying or attempting to modify University-owned or licensed information including software and data; attempting to damage or disrupt networking services; the use of ResNet, the University's campus-wide network, or related resources in the commission of crime; the use of traffic intensive applications that may cause problems within the network or diluting the level of service to other users. No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer related device or materials that may cause excessive network traffic is prohibited. Any use of ResNet or the University server inconsistent with the FAU Student Handbook is also prohibited. Please see Section 2 of the FAU Student Handbook Academic Information for the University's Electronic Mail Policy. For detailed information on FAU's Computer Usage policy, you may visit <http://www.fau.edu/irm/techpolicies.pdf>.

COOKING, COOKING APPLIANCES

Cooking and cooking appliances are not allowed in the residence halls during the HSI.

DISRUPTIVE CONDUCT

University Housing staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a University Housing area including student rooms, lounges and lobbies. Students may not engage in any actions that impair, interfere with or obstruct the orderly conduct, processes and functions of University Housing or which violate the rules or policies set forth in this Guidebook. A student whose conduct violates both Department of Housing and Residential Life rules or policies and University judicial rules will be subject to action by the HSI Director, the Department of Housing and Residential Life, and/or the Dean of Students. Action may result in expulsion from the HSI.

DOORS

In order to reduce long-term damage to doors, residents may post only one message board on the doors entering resident's room / suite areas. Anything placed on a door must not cause any long-term damage to the door or threshold of the door. The doors are the main egress to the room in case of fire.

ELEVATORS

Tampering with elevators is prohibited. Elevators may not be used during general building evacuation in a fire or severe weather emergency. Overloading elevators is prohibited. Ringing / sounding / engaging the emergency bell inside an elevator is prohibited, unless an emergency is occurring

ENDANGERMENT

Physical violence or threatening physical violence toward another person or group, or actions that endanger the health, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and will result in expulsion.

FAILURE TO COMPLY

Failure to comply with lawful instructions of a University official (i.e. faculty, staff, administrators, Housing and Residential Life staff, etc.) or non-University law enforcement officers in the performance of his/her duties is prohibited. Compliance with the final decision/sanction rendered by the HSI Director or Housing Director, or any other review body is required. Failure to comply will result in additional action.

FIRE ALARMS / FIRE DRILLS / FIRE SAFETY EQUIPMENT

Under Florida law, it is a crime to intentionally set a fire, intentionally cause a false fire alarm, or interfere with fire safety or detection equipment or measures, (Florida Statute 806.10 and Florida Statute, Section 806.101).

During the HSI program, students will be informed about emergency evacuation of University Housing. Each building is equipped with a fire alarm system. These systems are regularly inspected and approved by the State Fire Marshall. Smoke detectors are located in every apartment/suite area. Emergency lights are located in the hallways and stairwells of each community. Fire extinguishers are located in hallways or community areas of each community.

Flyers will be posted in each community approximately forty-eight hours in advance of a fire drill. Flyers will notify residents of the date and time fire drills will occur. It is essential all students evacuate the building whenever the fire alarm is activated. Failure to do so may jeopardize the safety of all residents and will result in a fine of \$75.00.

Special precautions should be taken by all students to reduce the danger of fire in their living areas. If you discover a fire or smoke, activate the nearest fire alarm pull station and tell a Counselor or other staff person immediately. If a Counselor other University official cannot be easily located, call the University Police (339-0015) immediately to report the location of the fire. It is the responsibility of the residents to immediately vacate the building when alarms sound. When a fire alarm sounds, follow the procedures below:

1. Pre-plan your evacuation route and locate the nearest alarm pull station.
2. Leave your room and exit the building using the closest and safest route. Do not use the elevator.
3. Assemble in the parking lot nearest your building or the grass areas at least 50 yards from the building. The Residential Life staff will notify residents when it is safe to re-enter the building.
4. Once outside the building, follow the direction of Housing and Residential Life staff.
5. When evacuating the building, residents should be fully clothed as they may be outside of the building for an extended period of time.

FIRE SAFETY

The use or storage of flammable fluid, hazardous liquids or chemicals is **not permitted** in University Housing. Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of State fire codes. Violations of State fire codes will result in University action and are punishable under state law. Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to designated shelters and following the direction of University Housing staff, safety officials or both.

FURNISHINGS

Residents are responsible for all furnishings provided in their units. Unit furnishings may not be removed from assigned locations. Alterations or damages to furnishings, or the units themselves will result in charges for replacement or restoration to original condition. If unit furniture is missing, the resident will be charged for the replacement of the furniture.

Waterbeds, lofts or homemade bunk beds are not permitted. University Housing staff reserves the right to have students remove personal furnishings from a unit if those furnishings are believed to pose a safety risk, impede movement within the unit or represent a fire hazard.

Community and lounge furniture may not be removed or relocated. Appropriate University Housing lounge furniture is provided and other furnishings will not be permitted in community/ lounge areas. If community and lounge furniture is found within a resident's unit, the resident(s) will be charged a fee and will be subject to University Housing action.

Residents are not permitted to cover lights or drape or hang items from lights, windows, walls or ceilings in any manner. Paper or other flammable decorations should be used with care and should not cover windows. Students are permitted to hang posters as long as no damage is done to the walls.

GROUNDS

Parking or driving on the grounds within University Housing is prohibited. Camping or sleeping on the grounds is also prohibited.

GUEST POLICY

Non-resident guests (non-HSI students) are not permitted in residence halls without the express written permission of either the Director of HSI, or the Director of Housing. Even visiting family member must notify the HSI in advance (emergencies excepted) and sign in upon arriving to the residence halls.

Residents may only allow the use of their assigned spaces consistent with the following:

1. Hosts assume full responsibility for the conduct of their guests. Hosts are required to accompany their guests at all times. Hosts are required to be familiar with University Housing rules and policies and to familiarize their guests with the rules and policies. Guests are required to observe all University rules and regulations and, along with hosts, will be held responsible for their conduct.
2. All guests/visits must be approved by roommates/suitemates.
3. All overnight visits of guests (HSI or other) are prohibited.

HARASSMENT

Conduct that creates an intimidating, hostile or offensive campus educational or work environment for another person or group is prohibited. Conduct that threatens, harms or intimidates another person or group is prohibited. Should you become a victim of harassment, please contact a Housing and Residential Life staff member, or the HSI Director.

HEALTH AND SAFETY INSPECTIONS

The University reserves the right to enter any suite or apartment at reasonable times to inspect, maintain, and repair the premises and furnishings. State Institution guidelines also require that University Housing staff inspect units on a regular basis for necessary repairs, cleanliness, policy compliance and safety guidelines. These Health and Safety Inspections will be announced at least twenty-four hours in advance through public posting of information. Each resident is expected to have read the Guidebook for information regarding items which are permitted in each unit. All electrical appliances and cords in use in a unit must not overload the circuits.

During an inspection any items found which violate a University Housing policy or otherwise pose a safety violation or risk, will be removed by University Housing or other University officials. Examples of policy violations may include, but are not limited to: candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances and pets. Items which violate a policy may be returned after the owner of the items checks out of University Housing. See Removal (Confiscation) of Unapproved Items policy in this Guidebook for further details.

HURRICANE INFORMATION

University Housing is not a designated shelter area. In the event of an evacuation, all residents are expected to evacuate University Housing and follow instructions given by the staff members or other University or public officials. In the event of an evacuation, student must bring any necessary items with them including clothing, identification, money, and prescriptions with them as they will not be permitted back into the residence halls until the University reopens.

Hurricane Watch indicates that a hurricane condition is a strong possibility and may threaten the area within 36 hours. All windows and curtains/blinds should be closed. Do not tape windows. All items considered valuable should be covered with plastic and stored in a high place. Each resident must determine whether they will return home, or seek shelter nearby. Residents planning to use a nearby Red Cross Shelter will be accompanied by HSI personnel. Residents who seek shelter off campus must inform an HSI, or Residential Life staff member and provide their evacuation information and location.

Hurricane Warning indicates that a hurricane is expected in 24 hours or less. All residents must be evacuated from University Housing. All electrical equipment, including refrigerators must be unplugged and any perishable food disposed of. Residents with friends or relatives in the local area will be asked to go there. Residents planning to use a nearby Red Cross Shelter will be accompanied by HSI personnel. Residents who seek shelter off campus must inform an HSI, or Residential Life staff member and provide their evacuation information and location.

IDENTIFICATION/FALSE IDENTIFICATION OR INFORMATION

A University ID card or other form of identification with a picture must be presented upon request of a University official. University Housing staff are considered University officials. Presenting a false identification or impersonating another person or a University official is prohibited.

Providing false information, withholding information or providing misleading information to a University official or hearing officer or review body is prohibited. Acting on behalf of another person, group or the University without authorization or prior consent of that individual or group is prohibited.

IMPROPER (ILLEGAL) ROOM TRANSFER

Residents cannot move to another apartment/room/unit without proper authorization from University Housing staff. The resident will be required to return to his or her original assigned space immediately, and will be assessed an improper check-out (room transfer) fee of \$35.00.

IMPROPER CHECK-OUT

Residents must follow the Check-Out procedures outlined at the end of the program.

INFECTIOUS PESTS

Residents may not bring any animals into University Housing. Should there be a need for the Department of Housing and Residential Life staff to enter the unit in order to provide pest control or cleaning, and it is determined to be due to the action of a resident, charges will be assessed and action taken.

KEYS

Keys are issued to each resident at check-in. Residents should report a lost or stolen key immediately to their Area Office so the lock can be changed and a new key issued. A \$50.00 key replacement fee is assessed for each lost entrance key, a \$35.00 lock change fee is assessed for each lost room key. Keys may not be duplicated or transferred.

Keys are to be used only by the residents to whom they are issued and should only be in the possession of that resident. All keys issued to residents are the property of Florida Atlantic University.

LOCKS/DOORS

Locks may not be tampered with or damaged. Locks may not be added on any doors in the student's unit, nor may they be changed or replaced except by authorized University Housing personnel. University Housing exterior doors may not be propped open.

LOCK OUTS

If a resident temporarily misplaces a key, find a Counselor to unlock your door for you. If you are unable to find a Counselor, and it is during office hours, you can stop by the office and ask for assistance. After office hours, (lock-outs which occur after 5:00 PM or on weekends) you'll need to find the Counselor on-duty. A charge of \$5.00 will be assessed to the student's account for a lock-out at any time.

LOFT UNITS BEDS

Homemade lofts and/or platforms are not permitted in the Residence Halls.

LIABILITY INSURANCE / LIMITATION OF UNIVERSITY LIABILITY

The University is not liable for damage to or loss of personal property or failure or interruption of utilities. The University is insured under the State of Florida's self-insurance trust fund which only provides liability coverage for damages or injuries caused by negligence by the University or its employees while working within the scope of their employment. The trust fund will not reimburse for losses created by unforeseen accidents or injuries that may occur. Students are encouraged to review family homeowner's insurance policy or to carry personal renter's insurance. If you do not have coverage, or wish to make other arrangements, you may check out their information at the following websites:

National Student Services Incorporated: <http://www.nssinc.com>
CSI Insurance Agency Incorporated: <http://www.collegestudentinsurance.com>

LITTERING

Students may not dispose of litter in any form on University grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles, etc.

MAIL

Mail will likely be distributed to students at mealtime. Mail is delivered Monday - Friday with the exception of University holidays and various times for administrative purposes (these times will be posted on flyers in the mail room area). Mail should be addressed as follows:

RESIDENT'S NAME

Honors Summer Institute (student)*
1190 Main Street
Jupiter, FL 33458

*Note that it is important that the word "student" be added to the HSI line.

MAINTENANCE/CUSTODIAL

University Housing maintenance and custodial staff will perform routine duties both inside and outside student living spaces throughout the year. When a maintenance problem occurs, a resident must complete a Work Order Request at the Office. Work is completed on a first-received first-served basis, except for emergencies. Once a request is filed, University Housing personnel will enter the unit anytime between 10:00 AM and 4:00 PM (these hours change during summer and University holidays). Residents need not be present for work to be performed. If the resident is not present when work is completed, a Notification of Entry will be left in the student room. Students should notify the Office if a request is not completed within one week.

NOXIOUS ODORS

Causing noxious odors (e.g. drugs, incense, cigarettes, clove cigarette, candles, trash buildup, etc.) is prohibited.

PARENTAL NOTIFICATION

The HSI of Florida Atlantic University will notify parents or guardians of dependent students (as defined in 26 U.S.C. s. 152 of the IRS Code of 1954) who are under age 21 if the University determines that the student violated any applicable rule or policy (both FAU and HSI specific and any public laws), including those regarding alcohol or drugs.

The HSI of Florida Atlantic University will notify parents or guardians of dependent students for any reason involving the health and safety of the student.

PARKING AND PARKING LOTS

Parking lots are located at the Main Entrance to the campus for residents' vehicles. All residents' vehicles must possess valid decals to park on campus, appropriate for the community to which the resident is assigned. Decals may be obtained from the Traffic and Parking Department for a fee. Parking is prohibited on all University property other than marked parking lots. All vehicles, including motorcycles are prohibited from parking beneath building overhangs. Disruptive conduct which occurs in a parking lot or other area adjacent to University Housing is prohibited and is subject to action by the Department of Housing and Residential Life in addition to the University Police.

PERSONALIZING RESIDENT ROOMS (ROOM MODIFICATION)

Nails, tacks, boards or any adhesive products which damage wall, floor and ceiling surfaces are strictly prohibited. Painting, wallpapering, caulking, plastering and paneling in a unit by the resident is not permitted. Posters, pictures and other decorative objects may be attached to interior surfaces of a unit with the understanding that the residents of the unit will be held financially responsible for any resulting damage. Shelves or other items are not to be attached to walls or ceilings. Carpet may not be affixed to the floor surface. Residents will be charged for the repair of any damages from the violation of these policies. Contact the Office prior to making any kind of room modification.

PETS/ANIMALS

Possession of pets is prohibited. Any cost associated with the possession of an illegal pet will be charged to the responsible resident(s) or to all residents of the room/apartment (damaged furniture, cleaning, pest control, etc.) in addition to expulsion. Feeding of stray or wild animals is prohibited.

PEST CONTROL

If you notice ants or other pests in your living area, please come to the Office to submit a work order. Pest Control is present on campus on Wednesdays to complete work orders. In addition, Pest Control conducts spraying in student rooms on a monthly basis and will enter all living areas without notice.

POSTINGS

Notices, flyers, ads and other informational items may be posted only on designated boards and only with authorization from the Housing and Residential Life staff. Postings are not permitted on hallway walls, glass windows, or doorways. All flyers must have a University Housing stamp to be posted within the halls or apartment areas. The Housing Stamp can be obtained from the Office. Student organizations must have a Student Activities stamp before receiving the University Housing stamp.

All items posted must also be in compliance with the University Posting Policy (see FAU Student Handbook). No individual, including mailroom staff, is permitted to distribute any materials other than University Housing materials into the residents' mailboxes. Improper use of residents' mailboxes will be referred to the University Police.

PROJECTILES

Throwing any object from a window, ledge, roof or balcony, or within the courtyards adjacent to University Housing is prohibited. The use of slingshots or other related items is prohibited.

PROPERTY AND FACILITIES OFFENSES

Students may not engage in theft, malicious destruction, defacement, damage, or misuse of University or private property or common area facilities. Replacement and repair costs will be charged to the responsible party(ies). Referral to University Police and/or expulsion will be considered as appropriate. Usage policies for specific common area facilities are available at the Office.

QUIET / COURTESY HOURS

Courtesy Hours:

At no time should residents' noise level interfere with the academic community. Loud talking or music, bouncing a ball, skateboarding, in-line skating, or other disruptive activities in rooms, courtyards, balconies, stairwells, elevated walkways, patios, multi-purpose areas or lobby areas is prohibited. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb others. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time. Courtesy hour restrictions are enforced 24 hours each day.

Quiet Hours:

During quiet hours, loud playing of radios, stereos or any other noisy activity is prohibited. Quiet hours will be enforced during the following periods:

Sunday - Thursday 10:00 PM - 11:00 AM
Friday and Saturday 12:00 AM - 11:00 AM

Quiet hours are enforced at these times regardless of holidays or semester breaks. During final examination periods, quiet hours will be enforced 24 hours per day.

RAILINGS, BALCONIES, PORCHES (PATIOS) AND ROOFS

Sitting, standing on, climbing on, or hanging from a balcony, railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from balconies, roofs or windows.

At no time should residents have personal or unit furniture(s), bicycles, mopeds, garbage (trash), or cooking grills on or around the porches, entranceways, balconies, and walkways.

RECYCLING

Students are encouraged to recycle whenever possible. Recycling bins can be found in the trash rooms of each residence hall.

REMOVAL (CONFISCATION) OF UNAPPROVED ITEMS POLICY

1. Items that are prohibited, illegal to possess or pose danger to the safety of the individual or University Housing community, or which violate state or federal laws, University policy or Department of Housing and Residential Life policy, are subject to removal. The possession of illegal items may result in criminal prosecution, immediate judicial action, or both. Illegal items will be turned over to the University Police.
2. Residents will be asked to immediately dispose of any item(s) in violation of University Housing rules or University Housing personnel will remove the item(s). If an item is removed, the resident will be issued documentation indicating the removal and labeling of the item.
3. Removed items will be returned after the resident checks out of University Housing.
4. Requests for removed items to be returned prior to the resident checking out of University will be evaluated on a case-by-case basis by the Director.
5. All removed property will be considered abandoned property if the resident does not request its return in writing to the Director within 5 business days following the end of the program or the resident's check out of the space (*See also Abandoned Property*). Abandoned property will be discarded.

RESERVATIONS FOR MULTI-PURPOSE ROOMS AND COURTYARD

Reservations for space in the Multi Purpose Rooms or Housing Courtyard may be made at the office. Reservations are limited to University Housing sponsored events. Housing students and Counselors are permitted to reserve these spaces. Persons reserving the housing spaces are responsible for the set up and clean up of the facilities.

ROOMMATE/SUITEMATE BILL OF RIGHTS

The Bill of Rights is a list of responsibilities of and between University Housing residents. Enjoyment of life in University Housing will depend to a large extent on the thoughtful consideration that is demonstrated. Residents have:

1. The right to a clean tidy environment.
2. The right to expect that each roommate(s) / suitemate(s) will respect each other's personal belongings.
3. The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
4. The right to sleep without undue disturbance from noise, guests of roommate/suitemate, or similar disturbances.
5. The right to free access to one's room and facilities without pressure from a roommate/suitemate.
6. The right to expect that guests hosted during visitation hours will respect the rights of the host's roommate(s) / suitemate(s) and other residents. Guests and hosts are mutually responsible for the conduct of the guest, even if the term guest refers to another resident of University Housing.
7. The right to expect reasonable cooperation in use of the suite/apartment telephone, computer line(s) and micro-fridge where applicable and other appliances.
8. The right to a limited degree of personal privacy.
9. The right to be free from intimidation and/or physical harm.

10. The right to address issues and concerns with the University Residential Life staff. Your Counselor and the other Department of Housing and Residential Life staff are available for assistance in helping with roommate/suitemate conflicts.
11. The right to expect roommate(s) / suitemate(s) to keep doors locked for security purposes.

ROOM MODIFICATION *See Personalizing Resident Rooms*

SAFETY AND SECURITY

Crime can happen on campus just as it can happen in the community. Don't take any chances and don't take your safety for granted. Some tips:

1. Keep your door(s) locked at all times.
2. Always find out who is knocking before opening the door. Look through the peephole or, if there is not a peephole, ask who it is before you open the door.
3. Never leave the room/apartment/exterior door(s) propped open.
4. Always close the apartment windows when you vacate the apartment. (In the residence halls, the windows are not allowed to be open.)
5. Keep your keys safe. Don't lend your keys to anyone and don't leave your keys lying around.
6. If your keys are lost or stolen, report this to the Area Office immediately so that the lock can be changed.
7. Have your keys ready before you get to your door or your car, especially after dark.
8. Always report any suspicious activity to your Counselor and to the University Police Department.
9. Don't walk alone at night. Use the buddy system at night.
10. Avoid dark paths or shortcuts. Always use public walkways.
11. Carry identification at all times.
12. Let your roommate(s)/suitemate(s) know where you are going and when you will return.
13. If you are the victim of a crime, report the incident to the University Police Department and to a member of the Residence Life staff immediately.
14. Do not leave valuables (including keys, wallet, credit cards, ATM card, ID card) in plain sight.
15. Record serial numbers of all valuables.
16. Make sure your belongings are covered against fire, theft, etc. by your insurance policy. Know the terms and conditions of your specific policy before you have to file a claim.
17. Do not leave personal items including, but not limited to, laptop computers, books, wallets, purses, backpacks, keys, unattended.
18. *Do not allow anyone without keys into any University Housing community. Direct them to a courtesy phone.*

SALES, SOLICITATION, AND CANVASSING

Door-to-door solicitation, sales and canvassing are not permitted. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Posting flyers on bulletin boards, walls and windows is prohibited. Students may not engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of the University Housing facilities.

SECURITY PHONES

Phones, identified by a blue light, are posted in various locations around campus. If you have concerns for your safety, are in danger or wish to have a security escort, simply follow the instructions posted. The phones are connected directly to the University Police Department. These phones are only to be used in case of emergency. Tampering with or making a false call on these phones will result in University Housing judicial action and referral to the University Police Department.

SEVERE WEATHER WARNINGS

In case of a severe weather warning, residents should close all windows and blinds/curtains and stay clear of window openings or doors with glass panels. All electrical appliances should be unplugged. Adhere to the instructions of the Residential Life staff members and/or other public officials. Please check the Florida Atlantic University webpage at www.fau.edu for information during severe weather periods.

SEXUAL MISCONDUCT

The University and the Department of Housing and Residential Life are committed to maintaining a community in which students and staff may live and work in an atmosphere that is free of all forms of sexual misconduct. The University and the Department of Housing and Residential Life will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion. See the University sexual harassment policy for additional information.

STORAGE

The Department does not have space for storing resident items, excess room furniture, boxes or other items. The furniture in your room upon check-in must remain in the room. The resident will be charged for any furniture items missing upon check-out. Residents will be charged a removal fee for any items left in the room / unit upon check-out.

TELEPHONES AND HARASSING OR OBSCENE TELEPHONE CALLS

Residents must bring their own telephones if they intend to use the residence hall telephone system. Please note also that this system can only be used for local calls (i.e., it does not work for long distance, or even toll free numbers). Residents who receive obscene/harassing telephone calls are asked to contact his or her Counselor or the Area Office immediately. The resident will be asked to contact the University Police to make a report and keep a log of the calls they receive as call tracing is not possible. Unit telephone numbers will not be changed.

TOBACCO, ALCOHOL AND ILLEGAL DRUG/CONTROLLED SUBSTANCES/DRUG PARAPHERNALIA USE

Possession, or consumption of alcohol by individuals under the legal drinking age is prohibited. Students under age 21 are not permitted to have or consume alcohol at any time during the HSI program. See the Florida Atlantic University Student Handbook for the University Alcohol Policy. Any University official has the right to request appropriate student identification when questioning an individual's age.

In accordance with local, state and federal law, the possession, manufacturing, growth, sale or use of illegal drugs is prohibited. Possession of drug-related paraphernalia is also prohibited. FAU's policy states that, as defined in Chapter 893, Florida Statutes Possession, the use, delivery to, sale of, distribution of, controlled substances or drug paraphernalia is prohibited.

Smoking is illegal for those under the age of 18. It will not be permitted during the HSI program.

Violations of the University drug policy, including evidence of possessing or using cigarettes, alcohol, illegal drugs or drug paraphernalia will result in parent notification, expulsion, and possibly reports to the proper legal authorities.

TRESPASSING

Individuals who are not authorized, licensed or invited to enter University Housing facilities are subject to arrest for trespassing if they fail to leave after being directed to do so. Any person soliciting will be considered trespassing. Persons who receive trespass notices will not be permitted to live in University Housing. Knowingly hosting persons under trespass notice is prohibited and may lead to University action, including expulsion.

WEAPONS, FIREARMS, EXPLOSIVES

Possession, storage or use of firearms including but not limited to bb guns and paintball guns, explosives, fireworks, ammunition or other weapons or dangerous articles or substances is prohibited.

WINDOWS

Windows are not to be used by residents as an entrance or an exit to units except when directed to do so by emergency personnel. Signs, flags, stickers, design items, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the unit. Window coverings of any type (except those issued by the Department of Housing and Residential Life) are prohibited.