

Office of Housing and Residence Life
2009 - 2010

Community Guidebook

*Live Where
You Learn!*

Live Where You Learn!



FGCUStudentAffairs
COMPLETING THE UNIVERSITY EXPERIENCE

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Florida Gulf Coast University
Office of Housing and Residence Life
2009-2010 Community Guidebook

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Important Phone Numbers

Office of Housing and Residence Life	
Commons Reception Desk	(239) 590-1799
Everglades Reception Desk	(239) 590-1711
Biscayne Reception Desk	(239) 590-1744
Housing Administrative Office	(239) 590-1700
Resident Assistant On-Call	Listed on Building Bulletin Boards
University Police	
University Police (emergency)	(239) 590-1911
University Police (non-emergency)	(239) 590-1900
Other Campus Resources	
Adaptive Services	(239) 590-7956
Alico Arena Box Office	(239) 590-7145
Aquatics Center	(239) 590-7700
Bookstore	(239) 590-1150
Campus Involvement	(239) 590-7739
Campus Recreation	(239) 590-7935
Campus Reservations	(239) 590-1091
Career Development Services	(239) 590-7946
Cashier's Office	(239) 590-1213
Center for Academic Achievement (tutoring)	(239) 590-7906
Computing Services	(239) 590-1188
Counseling and Psychological Services	(239) 590-7950
Dean of Students' Office	(239) 590-7900
Dining Services	(239) 590-1160
Financial Aid and Scholarships	(239) 590-7920
First Year Advising	(239) 590-7875
IT and Angel	(239) 590-7100
Library	(239) 590-7610
International Services	(239) 590-7925
Multicultural Student Development	(239) 590-7991
Office of Outreach Programs	(239) 590-7834
Parking Services	(239) 590-1912
Prevention and Wellness	(239) 590-7733
Registration and Records	(239) 590-7980
Service Learning	(239) 590-7015
Testing	(239) 590-7955
Student Government	(239) 590-7948
Student Health Services (Clinic)	(239) 590-7966
University Operator	(239) 590-1000

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COMMUNITY – LIVE WHERE YOU LEARN

Dear Resident,

Living on-campus can be one of the many highlights of your college experience. The Office of Housing and Residence Life focuses on assisting residents with a successful transition into the FGCU residential, campus, and surrounding local communities. While living on-campus residents will learn to balance individual freedom with community responsibility and to respect and appreciate individual differences.

The Office of Housing and Residence Life is committed to supporting your community living experience. This is done by realizing that residents are students first. Daily decisions and practices are guided by what is best for students. Services are provided that support students as individuals and as members of the residential community. Programs and activities focus on education, learning, and the development of the community.

As a member of the residential community, you have a responsibility to yourself and to the rest of the community. Students living on-campus are presented with daily opportunities to make choices that impact their health and safety and the safety of those around them. It is the responsibility of all resident students to make the residence halls and campus a safe and healthy place to live. Students are encouraged to demonstrate respect for themselves and others as well as to take responsibility for their own actions.

To make the most of the on-campus living experience, residents are encouraged to get involved. The Office of Housing and Residence Life offers numerous employment, leadership, social, and volunteer opportunities for students throughout the school year. Your time in the residence halls is key to your success at FGCU and your university experience.

Sincerely,

The Office of Housing and Residence Life Staff

All other charges to replace missing or damaged items not listed above will be the cost of the item plus labor and administrative charges. Damages caused by residents that require the use of a sub-contractor will result in charges to the resident equal to the vendor's total invoice as well as overhead costs associated with the repair.

*All fees are subject to change due to increases in materials or administrative costs.

Lights

Re-secure wall/ceiling light fixture	\$7.50
Replace wall/ceiling light fixture	\$17.50
Replace missing compact fluorescent bulb	\$10.00

Locks/Keys/Access Cards

Lost/Not returned temporary access key (per key)	\$10.00
Re-key 2 bedroom apartment	\$60.00
Re-key 4 bedroom apartment	\$100.00
Re-Key 2 bedroom suite in South Village	\$152.00
Re-Key single suite in Everglades Hall	\$100.00
Re-key mailbox	\$10.00
Replace Lever 9 K	\$85.00
Replace lock face plate	\$20.00
Replace lock card reader	\$100.00
Replace lock Basis G magnetic stripe	\$656.00
Replace lock magnetic stripe	\$125.00
Replace Mortis Lock (electronic)	\$300.00
Replace Mortis Lock (mechanical)	\$40.00
Replace Tubular/Cylindrical Lock	\$249.00

Miscellaneous

Remove items left in apartment per hour (1 hour minimum)	\$50.00
Ceiling tiles	\$25.00
Replace outlet cover	\$3.00
Replace switch cover	\$3.00
Removal of adhesive tape from walls and doors	\$48.00

Patch/Paint Work

Paint bedroom door	\$30.00
Paint ceiling	\$50.00
Paint ceiling (touch-up)	\$27.50
Paint closet interior	\$30.00
Paint door frame	\$20.00
Paint front door (exterior)	\$47.50
Paint front door (interior)	\$30.00
Paint wall	\$50.00
Patch and Paint small hole	\$45.00
Patch and paint medium hole	\$65.00
Patch and paint large hole	\$85.00
Remove Nails, patch holes (small area)	\$27.50
Wall touch up paint (light)	\$27.50

Windows/Blinds

Remove valances/curtains and/or rods	\$10.00
Replace blinds (per set)	\$35.00
Replace blind wand	\$10.00
Replace broken window (lower sash)	\$175.00
Replace broken window (upper sash)	\$275.00
Replace window screen	\$25.00
Replace window sill	\$170.00

MISSION

The mission of the Office of Housing and Residence Life at Florida Gulf Coast University is to provide residents with a successful on-campus living/learning residential experience. This is accomplished by:

- Providing clean, safe, well-maintained, and affordable facilities;
- Developing a community that feels like home and promotes respect for diversity and a sense of trust;
- Managing a responsible student-centered business operation that provides efficient and effective services;
- Providing services that respond to residents’ needs and concerns; and Promoting the holistic living/learning experience that embraces the personal growth and development, and provides social interaction, resources, and support for achieving academic goals.

The Office of Housing and Residence Life promotes diversity and does not discriminate on the basis of a person’s race, color, gender, religion, creed, national origin, disability, marital status, disabled veteran status, sexual orientation, or age.

The Office of Housing and Residence Life Staff

The Office of Housing and Residence Life has a full complement of personnel to help make the buildings comfortable and the experience of living here a positive one. Staff members are here to help students and should be treated with courtesy and respect.

Director

The Director of the Office of Housing and Residence Life is responsible for the management and supervision of the administrative offices, student residences, and the Office of Housing and Residence Life staff members.

Associate Director for Business Operations

The Associate Director oversees all facility, assignments and collection operations for the department and supervises all personnel related to business operations.

Associate Director for Residence Life

The Associate Director manages the on-campus Residence Life/Education program and is responsible for the development and delivery of educational and support programs/services for residential students including the implementation of the conduct process, development of campus community, creation and enhancement of special interest programs, staff training and development, mail and reception desk operations, and student leadership development.

Maintenance Superintendent

The Maintenance Superintendent is responsible for the daily maintenance and facility operations for the Office of Housing and Residence Life. This person supervises all maintenance personnel and serves as the liaison with the University Physical Plant.

Maintenance Mechanic

The Maintenance Mechanics assist in the daily maintenance and facility operations for the residential community. They also perform building maintenance functions including plumbing repairs, painting, carpentry, electronic key lock repair, and other repairs.

Area Director

The Area Director is responsible for directing all functions related to the day to day operations of North Lake Village (NLV) including the supervision of Resident Directors and the Commons Receptions Desk, the recruitment, selection, and training of Resident Assistants, and the advisement of the Resident Housing Association.

Resident Director (RD)

The Resident Director (RD) is a full-time live-in professional who has special education and training related to college student development. Under the direction of the Associate Director and Area Director, the RDs provide supervision and leadership to the Resident Assistant staff, address violations of the student code of conduct, advise the Resident Housing Association, and perform a variety of administrative functions. These staff members also participate in the Housing Administrator On-Call rotation responding to emergencies during the evening and weekend hours.

Coordinator for Residential Student Conduct

The Coordinator for Residential Student Conduct is responsible for the day-to-day operations of the residential conduct process. The coordinator also serves in the emergency on-call rotation with the Resident Directors.

Summer Conference/Marketing Coordinator

The Coordinator for Summer Conferences and Marketing is responsible for coordinating all reservations for summer conferences. The coordinator works directly with sponsors to identify the accommodations needed and other services required by these guests. The coordinator is also accountable for directing all marketing and public relations efforts for the Office of Housing and Residence Life and provides leadership for the assessment and evaluation of Office of Housing and Residence Life programs and services.

Assignments Coordinator

The Assignments Coordinator is responsible for the daily management of student assignments. This person oversees the processing of applications, assignments, cancellations, room transfers and assists with the check-in and check-out processes.

Office Manager

The Office Manager assists all full time staff members by setting their appointments as needed, preparing travel arrangements, and assisting staff with budget issues.

Senior Secretary

The Senior Secretary is a full time staff member that manages the administrative office reception desk. This staff member greets and assists students, parents, and guests within the administrative office. The Senior Secretary also processes applications and assists students with account inquiries.

Program Assistant (PA)

The Program Assistant is a full time staff member who assists with the supervision of the Commons or South Village reception desks. The PA is responsible for directing the actions of student assistants during assigned shifts at the desk, managing the delivery of mail and packages to residents, managing the key inventory for all residential rooms/apartments and providing a wide range of information to residents, prospective students and their families.

Doors

Repair interior door	\$25.00
Replace bedroom door	\$225.00
Replace broken closet door (mirror, sliding)	\$245.00
Replace door handle	\$65.00
Replace door stop	\$12.50
Replace peephole	\$40.00

Fire Equipment

Replace Smoke Detector	\$25.00
Replace Fire Extinguisher	\$50.00
Replace Evacuation Map/Instructions	\$50.00

Furniture

Clean armchair/loveseat	\$75.00
Clean mattress	\$75.00
Clean sofa	\$75.00
Move furniture (within apartment)	\$30.00
Replace armchair	\$398.00
Replace bed frame (metal spring)	\$75.00
Replace bed frame (wooden)	\$80.00
Replace bed pegs	\$75.00
Replace desk chair	\$103.00
Replace desk/dresser top	\$160.00
Replace desk/dresser handle	\$3.00
Replace keyboard tray (desk)	\$45.00
Replace legs on sofa/armchairs (each)	\$10.00
Replace loveseat	\$468.00
Replace mattress	\$105.00
Replace sofa	\$530.00
Replace sofa/chair/loveseat cushion	\$50.00

Kitchen Items/Appliances

Clean marker off of refrigerator	\$75.00
Replace dairy compartment cover in refrigerator	\$35.00
Replace dishwasher	\$300.00
Replace garbage disposal	\$70.00
Replace glass shelf in refrigerator	\$85.00
Replace kitchen counter top (per section)	\$395.00
Replace microwave (countertop model)	\$65.00
Replace microwave (Over the counter model)	\$175.00
Replace microwave dish	\$50.00
Replace oven	\$550.00
Replace oven/stove drip pan (6")	\$6.50
Replace oven/stove drip pan (8")	\$7.50
Replace oven hood (complete unit)	\$25.00
Replace oven hood exhaust fan motor	\$20.00
Replace oven hood grate	\$5.00
Replace refrigerator	\$450.00
Replace vegetable door in refrigerator	\$56.00

Fees

Fees for Services not Covered by Room Fees

Contract Cancellation	refer to terms and conditions
Deep clean entire apartment	\$400.00
Extra cleaning per hour (1/2 hour minimum charge)	\$50.00
Improper Check-out	\$150.00
Late Payment	\$100.00
Maintenance Labor per hour (1 hour minimum)	\$48.00
Panic Alarm	\$25.00, \$75.00, \$250.00
Room Change/Transfer	\$30.00
Smoking Violation	\$25.00
Trash Violation	\$50.00, \$100.00, \$250.00

Damage/Cleaning/Additional Maintenance Fees

Air conditioning

Paint air conditioner vent cover	\$30.00
Replace broken thermostat	\$75.00
Replace air handler access door	\$110.00

Bathroom Items

Replace medicine cabinet	\$55.00
Replace shower curtain rod	\$30.00
Replace shower head	\$25.00
Replace soap dish	\$110.00
Replace toilet	\$200.00
Replace toilet paper holder	\$30.00
Replace towel rack	\$30.00
Replace toilet seat	\$35.00
Replace toilet tank	\$65.00
Replace cover for light/fan fixture	\$10.00
Replace complete light and fan fixture	\$60.00

Carpet/Floors

Clean tile floors (strip and wax)	\$85.00
Replace bedroom carpet (single bedroom)	\$376.00
Replace bedroom carpet (double bedroom)	\$519.00
Replace hallway carpet	\$382.00
Replace living room carpet (single)	\$376.00
Replace living room carpet (double)	\$393.00
Shampoo bedroom carpet (single)	\$85.00
Shampoo bedroom carpet (double)	\$95.00
Shampoo hallway carpet	\$80.00
Shampoo living room carpet (single)	\$85.00
Shampoo living room carpet (double)	\$95.00
Replace cove base (5ft or less)	\$58.00
Replace cove base (5ft to 10ft)	\$68.00
Replace cove base (10ft or more)	Labor and Materials

Graduate Assistant (GA)

The Graduate Assistant is a graduate student who is a member of the Office of Housing and Residence Life staff and reports to the Coordinator for Residential Student Conduct. The GA assists the Coordinator for Residential Student Conduct with creating conduct letters, administering pre-hearing information sessions, and tracking sanctions. The GA also works in conjunction with the RDs and assists with all aspects of residence life.

Assistant Resident Director (ARD)

The Assistant Resident Director (ARD) is a student staff member that assists the Resident Director with day-to-day administrative functions. The ARD also serves as a resource and mentor for the Resident Assistant (RA) staff members. ARDs have been RAs for at least one year and have a broad range of experience within the University and The Office of Housing and Residence Life.

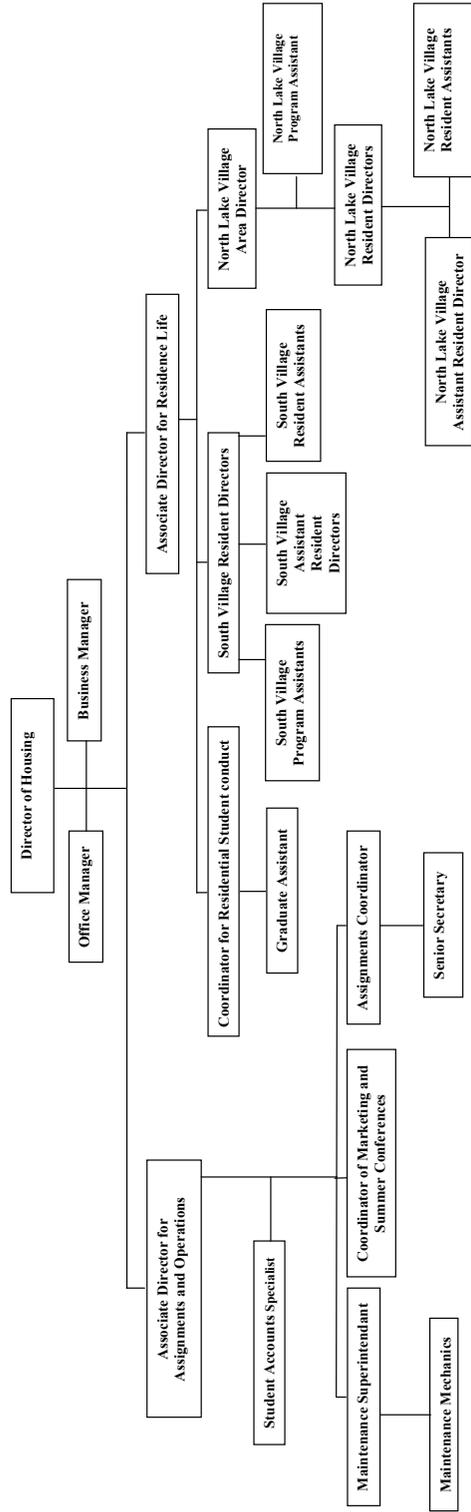
Resident Assistant (RA)

Each building is staffed by a student who reports to a Resident Director. These Resident Assistants (RAs) aid students in solving problems of virtually every kind. They also help in planning programs for the building. RAs are charged with the responsibility of creating and maintaining an environment conducive to personal, academic and social growth. Their duties also include many administrative functions. RAs, as University officials, are responsible for the enforcement of community standards. The primary contact between the Office of Housing and Residence Life and the residents is the RA. Residents should not hesitate to take problems or ideas to their RA. RAs participate in an on-call rotation as first responders for emergency situations, lockouts, and policy enforcement.

Accountant

The Accountant is responsible for all billing and collections for housing rental and miscellaneous fees. This person sends communication to students when accounts are delinquent and also assesses housing late payment charges.

Office of Housing and Residence Life Staff Organizational Flow Chart



Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Residents should monitor television and radio weather bulletins to listen for details and changes in weather conditions.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. In the event of a tornado warning:

1. Close room and apartment doors.
2. Do not remain in any area that has glass windows.
3. Cooperate fully with all staff members.

Weather Conditions and Reports

During severe weather watches and warnings, residents should be prepared to take proper precautions. Windows should be closed during thunderstorms and battery operated lights should be kept close at hand in case of a power failure. Residents must be prepared to evacuate to the safe areas of their buildings when tornados are likely.

shelter for the student residents of Florida Gulf Coast University.

- ⊙ Residents should dispose of all perishables (especially items in the refrigerator and freezer), secure their rooms/apartments, and prepare for potential power outages.
- The resident students remaining at Florida Gulf Coast University will be instructed to do the following:
 - ⊙ Dispose of all perishables (especially items in the refrigerator and freezer), secure their rooms/apartments, and prepare for potential power outages
 - ⊙ Pack a small bag with pillow, blanket, sleeping bag, medication, necessary toiletries and a few personal items along with identification to be ready to bring to the shelter
 - ⊙ Work with other resident students and work with the Resident Assistants along with other University officials in preparing for the evacuation
 - ⊙ Remain in apartments until the word is given to evacuate to the shelter.
- All Housing Essential Personnel, University Police Officers and other University officials will evacuate resident students to the shelter and prepare the shelter for the hurricane and/or severe weather.
- The Resident Directors, once given the information from University Police, will require all remaining resident students to evacuate to the shelter. Once an evacuation order is issued, residents will not be permitted to return to their rooms/apartments for any reason until the all-clear is given. The staff and resident students will remain in the shelter until University Police notify the staff it is safe for resident students to return to their rooms/apartments.

General Housing Information

After Hours Assistance

The Office of Housing and Residence Life has Resident Assistants (RA) on call everyday from 10:00 pm to 8:00 am. The phone number to contact the on-call RA is posted on the bulletin board located on the first floor of every building in North Lake Village and in each hallway of South Village. A Resident Director (RD), or another Office of Housing and Residence Life staff professional is on-call twenty-four hours a day, seven days a week, to assist the RAs and residents.

Building/Hall Meetings

During the first week of each semester every Resident Assistant (RA) will announce a meeting of the residents of each building/hall. Attendance at these meetings is mandatory because information concerning safety and security as well as other important topics will be discussed. Residents are responsible for the information disseminated at all such meetings. Residents who have conflicts with scheduled building meetings should inform their RA as soon as they are aware of the conflicts. RAs may also call building/hall meetings at other times during the year. Residents participating in the First Year Residence Experience (FYRE) program will be required to attend monthly floor/building meetings.

Confidential Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, student records, which generally include information concerning personal student information and the student's individual relationship to the educational institution, are kept confidential. However, these records are available upon request to FGCU personnel with legitimate education interests, to the student, to the student's parent or legal guardian if a statement of dependency as defined by the IRS is completed, with the student's written consent, or as allowed by law.

Requests for records should be made to the Office of Housing and Residence Life. The request should be in writing from the student or guardian. An appointment will be made with the appropriate University personnel, and identification must be supplied at the time of the meeting.

Holiday/Intercession Periods

Students are allowed to remain in the residence halls during various University holidays on condition of their contract terms and length. The residence halls will be closed to residents during the time period following the final Summer check-out and prior to Fall move-in.

Maintenance

For any repairs needed in a resident's room, the resident must complete a maintenance request at the Office of Housing and Residence Life web portal. The link can be found at: <http://studentservices.fgcu.edu/Housing/Maintenance.html>

For emergency repairs (such as a broken water pipe) contact the Commons or one of the South Village reception desks immediately. If the reception desks are closed, residents should contact the Resident Assistant (RA) on-call.

Hurricane Watch

A hurricane watch signifies that there is a probability that a hurricane may approach the southwest Florida area. The National Weather Service will issue a hurricane watch for a specific time period and geographic area. Residents should monitor television and radio weather bulletins for details and changes in weather conditions. Residents are encouraged to make necessary preparations and plans in the event that they are asked to evacuate.

Hurricane Warning

A hurricane warning is issued when a hurricane is projected by the National Weather Service to impact this regional area. The President of FGCU will determine if the University is to be closed. When a warning is issued, residents will be provided instructions regarding securing and evacuating on-campus residence halls. Residents must comply with all reasonable requests made by University officials or emergency personnel.

Tornado Evacuation Procedures/Policy

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents should be familiar with this distinction because it dictates which course of action to follow. Residents should evacuate if they are requested to do so. Residents must follow the instructions indicated by University officials and emergency personnel.

Maintenance personnel work between 8:00 a.m. and 5:00 p.m. on weekdays and may not always be able to arrive at hours most convenient to students. Residents should cooperate with maintenance personnel so that repairs may be made as quickly as possible. Typically, maintenance personnel will enter students' rooms/apartments after 9:00 a.m. On the occasion that a maintenance employee must enter a room/apartment when no one is home, an entry notice will be left listing the type of work completed, when it was completed, and who completed the work.

Parking

Parking permits are required for all students who wish to bring a vehicle on-campus (including within the residential community) and must be obtained from the FGCU Parking Office. Permits may be displayed only on those vehicles for which they were registered, and are valid from the date obtained until the beginning of the following Fall semester. Parking complaints or concerns should be addressed to Parking Services. All vehicles parked in areas around the residence halls must display a FGCU Housing parking permit or visitor's pass. A visitor's pass may be obtained at Parking Services or the University information booth and is only valid for the times marked on the pass.

Personal Property

The University is not responsible for any personal belongings. Theft or damage to a resident's property is not the liability of the University. Residents are encouraged to purchase renter's insurance. Residents are also encouraged to participate in Operation Identification. This program is designed to aid in the recovery of lost or stolen merchandise and is supervised by the University Police Department. For more information, call University Police at 590-1900.

Programming

The Office of Housing and Residence Life provides numerous academic, cultural, educational, social, and recreational programs each semester. These programs are conveniently located within the residence halls and are free to residents. Programs provide great opportunities to build community. Residents have opportunities to meet and interact with peers and learn new skills while having fun. Residents are encouraged to contribute ideas for programs and activities that they would like to have presented in their residential community.

Recycling

The Office of Housing and Residence Life is committed to helping the environment by recycling and providing a housing environment that promotes sustainability. A Recycling Center is located in North Lake Village next to the Honors Building (look for the white fence). Recycling bins are also located outside of Everglades and Biscayne Hall (look for signage). Be sure to read all instructions before placing materials into the bins. Recycling bins are not to be used as trash receptacles.

Resident Housing Association (RHA)

The Resident Housing Association (RHA) has an important role in the development of the residential community and in the creation of a positive living experience on campus. RHA members work closely with the Residence Life Staff in defining issues and concerns of resident students. In addition to the Resident Assistants within each building, the RHA

Fire Evacuation Procedures

All residents are required to follow the fire and safety regulations listed below.

- A. Periodic fire drills may be required to ensure that residents know what to do in the event of a fire. Residents should be familiar with the fire instructions. All residents and visitors are required to evacuate the building when the building fire alarm is sounded.
- B. In the event the fire alarm sounds:
 1. All occupants are required to leave the building at once using the nearest stairway exit.
 2. Depart the room/apartment immediately, but dress in preparation for exiting weather (shoes, coat, etc.).
 2. Never use an elevator during a drill or actual fire.
 3. If you are away from your room when the fire alarm sounds, do not return to your room.
 4. Do not return to the building until given the all-clear signal by an Office of Housing and Residence Life staff member.
- C. In the event of a fire:
 1. Activate the fire alarm by pulling an alarm pull-station.
 2. Contain the fire, if possible, by closing the door.
 3. Notify the Commons or a South Village reception desk or an RA immediately.
 4. Leave the building via the stairwell. Do not use an elevator. Close the room and apartment doors behind you. Remain calm at all times.
 5. No matter how small the fire, and even if it is already extinguished, report it to the Commons or a South Village reception desk or an RA immediately.

Hurricane Evacuation Procedures/Policy

Residents must evacuate if they are requested to do so. Residents must follow the instructions indicated by University officials and emergency personnel.

Once a determination is made by the President of Florida Gulf Coast University along with emergency management officials for the surrounding area to prepare for a hurricane or other severe weather and evacuate, the following will happen:

- The Office of Housing and Residence Life will communicate with residents via e-mail and posted flyers. Resident Assistants (RAs) will contact each resident to determine the resident's evacuation plans (on or off campus).

If a resident plans to leave campus, the resident must notify his/her RA prior to his/her departure.

- ⊙ Residents whose permanent address (parents, family, etc.) is within a stated radius, as determined by the Director of the Office of Housing and Residence Life and the Vice President for Student Affairs
- ⊙ Residents whose permanent address (parents, family, etc.) is outside of the stated radius (as determined by the Director of the Office of Housing and Residence Life and the Vice President for Student Affairs) of the University and do not have an alternate off campus evacuation location will evacuate to Alico Arena as the designated hurricane

Emergency Procedures & Inclement Weather Information

Emergency Contacts

In the event of a medical emergency, call 911; for other emergencies, dial 590-1911. To contact the University Police Department for non-emergencies, call 590-1900

- When making an emergency call, give a clear description of the problem, your location (including building, room/apartment number and room) and your name.
- Immediately following this call, please contact the Commons or a South Village reception desk so that on-site assistance can be initiated by the Office of Housing and Residence Life.

Note: All of this information can found on the interior side of your entry door to your apartment/suite.

Bomb Threats

If a bomb threat is received on a student telephone, the resident should:

1. Note the exact time of the call.
2. Write down as accurately as possible all statements made by the caller.
3. Listen to the voice to determine the caller's sex, age, accent, and distinguishing features of the voice.
4. Listen for background noises.
5. Note alleged location of the device.
6. Immediately notify the local authorities by dialing 911 and the Commons or a South Village reception desk.

In the event of a bomb threat requiring evacuation of the building, residents will be alerted by law enforcement, emergency management personnel, and/or Office of Housing and Residence Life staff members.

A bomb threat, even one made as a prank, is a violation of both federal and local laws.

Emergency Evacuations and Drills

In the event of an actual emergency (i.e. fire, tornado, etc.) or a periodic emergency drill, immediate compliance with directives given by the staff is required.

All drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that anyone in a room/apartment responds promptly in an emergency situation for the safety of that individual and for the safety of all. This same compliance is expected of guests.

Failure to comply during drills or emergencies may result in disciplinary action.

also functions as a resource by providing information about opportunities to participate in programs and activities in residence areas and on campus.

RHA is also known for its social events. RHA sponsors programs continuously throughout the academic year - everything from movie nights to pizza parties to ice cream socials. There are also several big campus-wide events hosted during the year, including RHA Foam Party, Harvest Party and the RHA Luau.

Participation in the RHA is an excellent way to become involved in the residence halls, and also provides another avenue to obtain leadership experience. The RHA has an executive board consisting of a President, Vice-President, Director of Records, Director of Finance, Director of Advertising, Director of Technology, and National Communications Coordinator. Elections for these positions are held toward the end of the spring semester. Other leadership opportunities include being a building/floor delegate serving on an advisory committee, or chairing an event. Student delegates are given the opportunity to attend leadership workshops and conferences. Students who become involved with RHA take an active interest and responsibility for making life on campus the best it can be.

RHA meetings are held at 9:30pm on a weekly basis; all residents are encouraged to attend and participate.

Safety

Safety within the residence halls begins with the resident. The Office of Housing and Residence Life encourages residents to keep their doors and windows locked at all times. Never prop doors open. Also, peep holes are installed for safety. Residents should look out before opening the door to visitors.

Suspicious behavior should be reported to the University Police (590-1900). Residents should never confront a suspicious individual. The Office of Housing and Residence Life encourages residents to get to know other residents in surrounding buildings/halls and to become familiar with people who would normally pass through the residential community.

When on campus during evening or early morning hours, residents are encouraged to walk with a friend, use the shuttle service, or call the University Police for an escort.

Triple Occupancy

Note that the Office of Housing and Residence Life reserves the right to add additional roommate assignments to any room or apartment for a limited period of time.

Amenities

Air Conditioners

Air conditioners should be maintained at 72 degrees or higher. Keeping the thermostat lower than 72 degrees or running the air conditioner while the windows are open, may cause the unit to malfunction. Maintenance and cleaning costs associated with the misuse of the air conditioner may be charged to the residents.

Bonfire Pit

A small fire pit is located next to the Chickee Hut near the lake in North Lake Village. The fire pit may be reserved by registered student organizations through the Commons reception desk.

Cable Television

All living rooms and bedrooms in the residence halls receive the basic cable stations offered in Fort Myers by Comcast. This service is provided by FGCU as part of the cost of the room. Residents are responsible for bringing their own cable to hook-up to the cable jack. The use of satellite television receivers and dishes are prohibited within the residential community.

Internet Service

Internet service is provided via ethernet ports in all bedrooms within the residential community. Residents experiencing difficulty with internet connectivity should contact the internet help desk at (239) 590-1188. Wireless internet is only available in Honors, Pelican, Egret, Sandpiper, Falcon, Everglades Hall, Biscayne Hall, Eagles' Landing and the Commons building within North Lake Village.

Laundry Facilities

Laundry rooms are provided throughout the residential community in North Lake Village and on the third floor in South Village Halls. All policies must be upheld while in the laundry facilities.

Light Bulbs

Please submit a maintenance request to have any housing fixture light bulbs replaced. (See "Maintenance" under General Housing Information for directions to submit a maintenance request)

Lost and Found

Lost and found is located at the University Police Station. Reception desks do not accept lost items with the exception of housing keys and student IDs.

Mail/Packages

Mail is delivered to the resident's mailbox located at the Commons in North Lake Village and on the first floor of South Village Halls. Residents are responsible for checking their mailbox on a regular basis. The Office of Housing and Residence Life is not responsible for any stolen or misplaced mail.

At the end of a contract, residents must vacate the room/apartment within twenty-four hours of their last final exam unless this exam is on the last day of scheduled exams, in which case residents must vacate their room/apartment by the published close of that semester. Residents withdrawing from the University prior to the end of the academic year must vacate their room/apartment within twenty-four hours after such withdrawal and must follow the proper check-out procedures as listed above.

Complaints

Most problems that arise in the residential community can be solved fairly quickly. Residents who have problems should take those concerns to their Resident Assistant (RA). The RA may decide that the Resident Director (RD) needs to be consulted. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the RD.

Lock-outs

If a resident is locked out of his/her room/apartment and/or bedroom, the resident should proceed to the Commons or respective South Village reception desk. The Commons front desk is open from 8:00am to 12:00am and the South Village reception desks are open from 8:00am to 2:00am. If the lock-out occurs after midnight, the resident should call the Resident Assistant (RA) on-call for the designated building. The RA on-call number can be found on the bulletin board located on the first floor of every building in North Lake Village or in each hallway in Everglades Hall. Residents will be asked to present an ID or asked to verify information to confirm his/her identity. Residents receive two lock-outs at no charge per academic year. Beginning on the third lock-out and for every lock-out thereafter, a \$25 fee will be assessed.

Lost Keys

Lost keys should be reported to the Commons or a South Village reception desk immediately. Residents will be charged the full amount of materials and labor for a lock change. Once a lock change has been completed, the charge cannot be reversed. Lock change fees are listed in the Fees section of this book.

Video/DVD Viewing

Due to restrictions outlined in copyright law, the showing of copyrighted videos/DVDs for entertainment (i.e. motion picture or other audiovisual work) is not permitted in the public areas within the residential community. Even in those instances in which only on-campus residents are permitted to participate, viewing of copyrighted videos/DVDs for entertainment is prohibited. Exceptions to this policy are those instances in which a license is obtained (i.e. purchased) from an appropriate vendor (i.e. Swank Motion Pictures, Inc.).

Residents are permitted to view copyrighted videos/DVDs in rooms/apartments presuming that the viewing is not open to the general public and the number of individuals in the unit at any given time does not exceed safety standards.

Permission to use copyrighted videos/DVDs for educational programming may be obtained from the owner of the copyright; written evidence of this approval must be made available to the Associate Director for Residence Life prior to posting of advertisement for the event.

Administrative Procedures

Apartment or Room Changes

Residents wishing to make apartment or room changes should complete the proper request forms at the housing administrative office located on the second floor of the Commons or at South Village reception desks. Changing bedrooms, rooms, apartments or buildings without written authorization constitutes an improper check-out and may subject those involved to disciplinary action as well as a \$150 improper check-out fee, and relocation back to the original room. At the beginning of each semester, there is a “freeze” during which no room changes are permitted. After the freeze, residents may request room and apartment changes at no charge for a specified period of time.

Note: If it is not possible to authorize the room/apartment change that is requested, the student who makes the request will remain in his/her current room. If it is possible to honor the requested room/apartment change, the resident will be required to complete the room/apartment change by the date established by the Office of Housing and Residence Life in order to avoid being charged the \$150 improper check-out fee.

Failing to complete a requested room/apartment change arranged by the Office of Housing and Residence Life staff causes other room changes to be affected. Therefore, once a room/apartment change is accepted the new assignment cannot be reversed without a charge.

Check in Procedures

When checking in, residents must verify and return a Room Inventory Form (RIF) immediately. The RIF notes the move-in condition of all areas of the room/apartment. Residents must submit the verified forms to their Resident Assistant (RA).

Residents who live in a room/apartment with vacancies are expected to keep their room/apartment in such a manner that roommates who may be assigned to the vacant room(s) may move in at any time. This matter is especially important at the winter break between semesters when new residents assigned to a room frequently arrive before returning residents. Residents whose room/apartment require special attention before new roommates can move in may be charged for extra cleaning and for rearrangement of furniture.

Check out Procedures

When checking out of a room, residents must schedule a check out appointment with their Resident Assistant (RA). During the appointment the resident returns his/her key(s), completes a walkthrough of the room/apartment and signs the Room Inventory Form (RIF). Residents who fail to follow these procedures will be assessed a \$150 improper check out fee in addition to any other damages that may be assessed.

Residents are responsible for the condition of their room/apartment. When damages occur, the fees for these damages will be charged to the responsible party. If the person causing the damage cannot be identified, all residents of the room/apartment will be charged for the damage. Residents must leave their rooms/apartments in a clean condition when they check out. Failure to do so will result in an extra cleaning charge.

Delivery of Packages:

Residents who receive packages will receive package notification slips in their mailboxes. Residents will have approximately 21 days to retrieve their package. After this time period, packages will be returned to sender. In the event that there is no return address, the package will be disposed of.

Note: The Office of Housing and Residence Life does not receive United States Postal Service mail on weekends. However, deliveries from vendors such as florists and private deliveries will be received throughout the weekend.

Microwave Ovens

Microwave ovens are provided in each apartment in North Lake Village. Residents are responsible for the care and cleanliness of microwaves. Microwaves are also available for resident use in the kitchens of South Village and the Commons.

Pest Control

Residents who discover insect/pest problems should submit a maintenance request through the web portal (<http://studentservices.fgcu.edu/Housing/Maintenance.html>) so that their rooms may be treated. Pest control representatives are on campus every Friday afternoon to respond to any submitted maintenance requests.

Phone Lines

Local and long distance phone service is not provided by the Office of Housing and Residence Life. Residents of North Lake Village may obtain local phone service directly through Embarq. Residents wishing to do so will be responsible for all arrangements associated with the phone service. Students are encouraged to use cell phones and/or internet phone services.

Residents of South Village who are interested in obtaining local phone service should contact the Office of Housing and Residence Life at 239-590-1700.

Pool

A community pool is located in North Lake Village behind the Commons building and is available for use by all FGCU on-campus residents. Residents must host any guest(s) who use(s) the pool. Pool hours are listed at the pool. All residence hall policies and regulations and posted pool rules must be followed when using the pool. Any violations may result in the immediate suspension of pool privileges and further disciplinary action.

Smoke Detectors

Smoke detectors are provided in all bedrooms, living rooms and foyers (South Village) for the safety of the residents. Replacement smoke detector batteries are available through a Resident Assistant (RA).

Vending Machines

Vending machines are located throughout North Lake Village in laundry facilities and in the Commons. Vending machines are located on the first floor lobby and the second floor of Everglades Hall in the kitchen area. Persons who lose money in vending and laundry machines should report the loss by calling the number posted on the machine.

Community Standards

The community standards that have been established are necessary to meet our mission of providing a successful on-campus living/learning experience for all on-campus residents at FGCU. These community standards were created for the following reasons:

- To promote community development and maintain an environment of respect and privacy for a large number of residents;
- To uphold local, state, and federal laws;
- To maintain health standards and provide a safe environment for residents; and
- To promote communication between residents and staff members and maintain the orderly operation of administrative functions.

By signing the Housing Agreement, all residents accept the responsibility involved in living in a community and make an effort to be aware of how their actions affect their neighbors and roommates. The community standards outlined below are considered a sub-section of the FGCU Student Code of Conduct. All residents, as FGCU students, are also responsible for upholding all community standards as outlined in the FGCU Student Code of Conduct. Violation of any community standard outlined on the following pages may result in disciplinary action.

Alcohol Policy

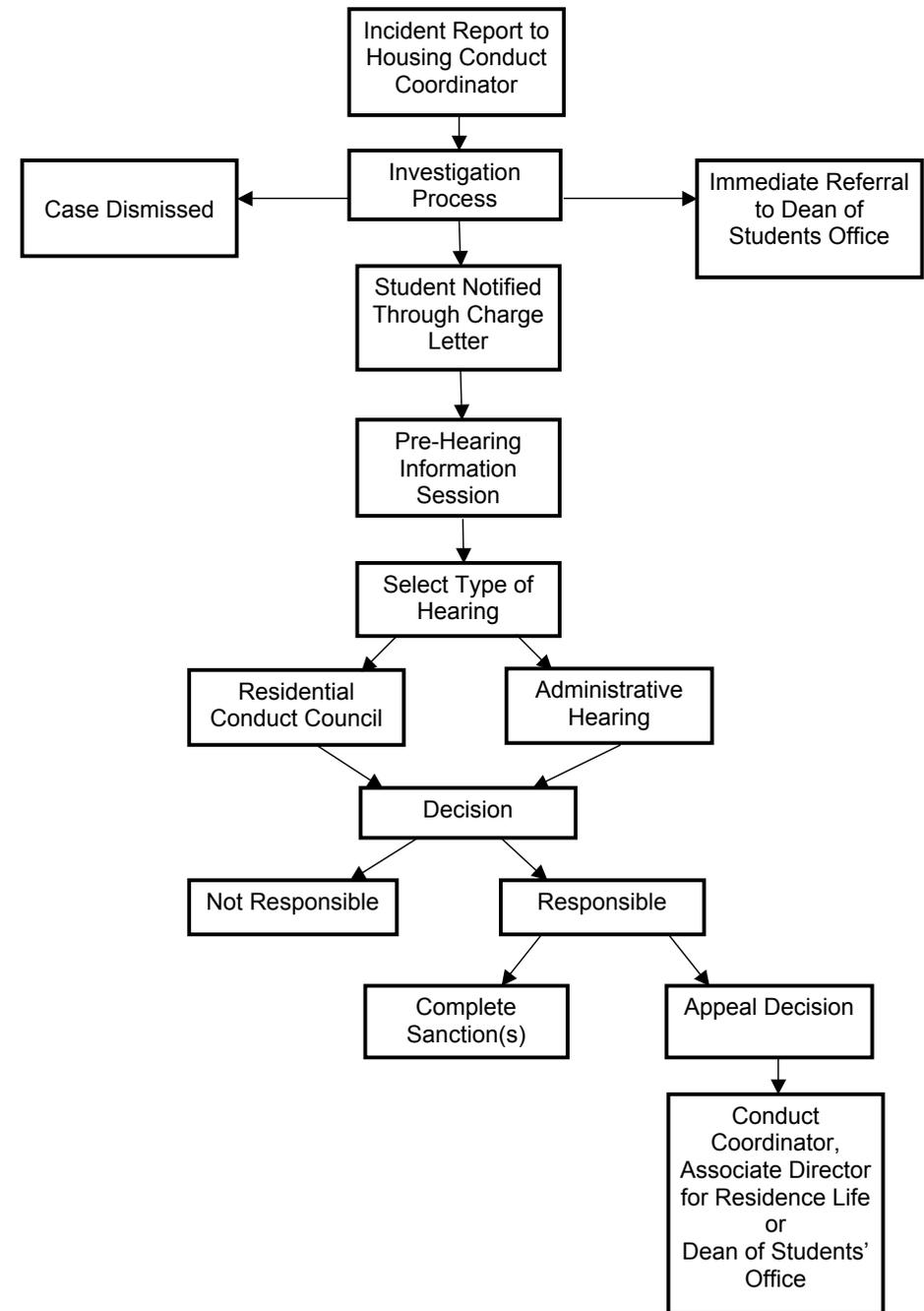
The alcohol policy is designed to ensure residents' rights to privacy, sleep, and study within their room. Loud or disruptive behavior, interference with cleanliness of the residence halls, serving minors or making alcohol available to them, or drinking habits which are detrimental to the health or education of an individual or those around him/her are reasons for appropriate disciplinary action by the University. The possession and consumption of alcoholic beverages in the residential community is a privilege extended only to those residents of legal drinking age under the restrictions noted in section B.

A. Individuals under the Age of 21

1. Residents who are under the age of 21 are prohibited from possessing, providing, and/or consuming alcohol.
2. Residents who are under the age of 21 may not permit any guest(s) to consume alcohol even if the guest(s) is/are 21 years of age or older.
3. Alcohol is prohibited in dry rooms/buildings. A room is considered a "dry room" when none of the assigned occupants are 21 years of age or older.

PLEASE NOTE: As a result of the 1998 Warner Amendment to the Family Education Rights and Privacy Act (FERPA), universities may disclose to the parents and/or legal guardians of students who are under the age of 21 any disciplinary violations regarding the use or possession of alcohol or drugs. The Office of Housing and Residence Life reserves the right to contact the parents of residents under the age of twenty-one who are found responsible for violating the University/Office of Housing and Residence Life alcohol and/or controlled substance policy.

Housing Conduct Process Flowchart



or his/her designee will review the appeal to determine if the student has grounds to appeal. If the Coordinator for Residential Student Conduct establishes that the student has grounds for an appeal, the appeal will be forwarded to the Associate Director for Residence Life or to the Dean of Students' Office.

What Types of Sanctions Could I Receive?

Based on the facts and circumstances of each case, along with previous conduct violations, the following sanctions, or combination of sanctions may be imposed upon any student found responsible for violating a Community Standard:

1. Reprimand: A written statement placed in a student's disciplinary file. Students are reminded that future conduct must reflect better judgment.
2. Restorative Service Hours: Assignment to perform tasks or services under the supervision of a University department or community service agency.
3. Educational Activities: Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, writing research papers, attending Alcohol EDU, creating displays, writing apology letters, or other educational activities.
4. Counseling Assessment and Compliance: Referral for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol/drug violations may be referred to the FGCU Counseling and Psychological Services office or to an outside agency or counselor based on the seriousness of the offense. Students must comply with all recommendations established as a result of any assessment.
5. Restitution: Payment of actual damages or loss of services to the University or victim.
6. Parental Notification: Parent/legal guardian will be notified of the alcohol and/or drug policy violation.
7. Disciplinary Probation: A period of time during which any further violation of Office of Housing and Residence Life policy or the Student Code of Conduct puts the student's status with the Office of Housing and Residence Life and the University in jeopardy. If the student is found "responsible" for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of removal from on-campus housing and/or suspension or expulsion from the University.
8. Deferred On-Campus Housing Removal: Students found responsible for any additional violations of University policy and/or failing to complete disciplinary sanctions on time within the Deferred On-Campus Housing Removal time period will be immediately removed from on-campus housing without further review. Additional disciplinary sanctions appropriate to the new violation may also be taken.
9. Restrictions: Some of the restrictions that may be placed on a student include, but are not limited to:
 - a. Entrance to on-campus housing areas or any other areas on campus,
 - b. Contact with another specified person(s), and/or
 - c. Participation in student clubs, groups, activities or events.
10. Change in on-campus housing assignment.
11. Exclusion (either temporary or permanent) from on-campus housing.

B. Individuals 21 or Older

Residents who are 21 or older may possess and consume alcoholic beverages in the residence halls under the following conditions:

1. *All residents assigned to the room/apartment are 21 or older*- Alcohol is permitted to be consumed as long as no underage guests (residents living on campus, students living off campus, and/or non-students) are present in the room/apartment.
2. *Rooms/Apartments where 21 year old or older residents live with underage residents*- The 21 year old or older resident may store and/or consume alcohol in the room/apartment while the resident's roommates (regardless of age) are present in the apartment.
 - (a) *Guests in the apartment who are under 21* – If there are guests in the apartment who are under 21 years old, the resident(s) who is 21 years old or older may not consume alcohol in the apartment.
 - (b) *Guest(s) in the apartment who are 21 years old or older* – If the 21 year old or older roommate has 21 years old or older guests in the apartment and none of the underage roommates are home, the resident and his/her guest(s) may consume alcohol. However, if any underage residents or guests enter the apartment, all alcohol in the common area must be stored out of plain view.
3. *21 year old or older is a guest in a dry room/apartment*- Alcohol is prohibited in the room/apartment. A room is considered a "dry room" when none of the assigned occupants are 21 years of age or older. The Wellness Buildings (Falcon and N-East) and Everglades and Biscayne Hall are considered dry buildings; all rooms within these buildings are consequently considered dry.
4. Alcohol may not be provided or dispensed to any person under the age of 21.

C. Use of Alcohol in Public Areas

Florida State Statute prohibits the possession and consumption of alcohol in any outdoor area including the breezeways, pool area, beach front, smoker stations, courtyards, and parking lots. For this reason, residents may be asked to pour out contents of unmarked containers (cups, glasses, sports bottles, etc.).

D. Public Intoxication

Public intoxication applies to any person (of legal drinking age or not) found to be intoxicated within the residential community. University Police and/or Office of Housing and Residence Life staff members may determine that a student is intoxicated by observing disruptive behavior, slurred speech, impaired walking, inability to stand, a BAC test, etc.

E. Excessive Consumption

Excessive amounts of alcohol and devices and/or games that encourage excessive consumption of alcohol, including but not limited to, kegs, trash cans, beer balls, other large containers containing alcohol, beer funnels, beer bong, progressive drinking parties, beer pong, flip cup, water pong, etc. are not permitted.

F. Apartment Complex Functions

Possession or use of alcohol at University sponsored events within the residential community is prohibited.

G. Alcohol Paraphernalia

The possession or presence of empty alcohol containers is prohibited in the private rooms and/or common areas where any resident is under the age of 21, even if the alcohol container is intended for decoration. Empty alcohol containers may be stored in the private bedrooms of residents who are 21 years of age or older so long as the containers do not present a health and safety concern.

PLEASE NOTE: If a perceived violation of the University's alcohol policy has occurred, the resident and/or guest will be required to dispose of the opened and unopened containers of alcohol under the observation of an Office of Housing and Residence Life staff member.

Amplified Equipment

The use of musical instruments and other amplified equipment in the residential community must conform to the established quiet and courtesy hour standards and must be approved in writing by the Associate Director for Residence Life or his/her designee.

Appliances

The use of electrical appliances in **North Lake Village** must adhere to the following guidelines:

- Appliances should require no more than one thousand (1,000) watts.
- Window AC units are not permitted.
- Extension cords and adapters must contain an in-line fuse or circuit breaker.
- Space heaters and other open heating element appliances (simmering pots, hot plates, etc.) are prohibited.
- Open flame appliances are prohibited.
- Halogen lamps are prohibited.
- Hair dryers, curling irons, and irons should be used with extreme care.
- Personal mini-refrigerators must be plugged directly in to the wall and not in to a surge protector or extension cord.

The use of electrical appliances in South Village housing must adhere to the following guidelines:

- Small microwaves and mini-refrigerators are the only cooking/food preparation appliances permitted in South Village housing. Appliances including, but not limited to, toasters, electric grills, toaster ovens, crock pots, and electric skillets are prohibited.
- Appliances should require no more than one thousand (1,000) watts.
- Extension cords and adapters must contain an in-line fuse or circuit breaker.
- Space heaters and other open heating element appliances (simmering pots, hot plates, etc.) are prohibited.
- Halogen lamps are prohibited.

his/her right to a pre-hearing information session. At that time, a formal hearing before a Hearing Officer or the Residential Conduct Council (hearing body chosen at the discretion of the Coordinator for Residential Student Conduct) will be scheduled and the student will be notified. The date of the formal hearing will be no sooner than three (3) class days nor later than fourteen (14) class days from the day it is scheduled. The student shall be notified in writing of the hearing type, its date, time, and location.

Step 4: Attend a Hearing

- Residents have the choice to attend either an administrative hearing or a council-type hearing. Administrative hearings are conducted by one or two Residence Life professional staff members. The Residential Conduct Council consists of four to seven residents who live in the residence halls. The Student Conduct Committee consists of four to seven students, staff and faculty. At the hearing, the hearing officer will review the report, ask the resident questions about the incident, and give the resident an opportunity to present his/her understanding/view of the incident. The resident may bring witnesses and present evidence at his/her scheduled hearing.
- Failure to attend a scheduled hearing will result in the case being heard in the absence of the resident. Note: The Residential Conduct Council option is not available the first three weeks of the Fall semester, the last three weeks of each semester, or during the summer semester. (Please refer to the FGCU Student Code of Conduct for more specific information.)

Step 5: A Decision Letter is Mailed to the Resident

After the hearing officer has made his/her decision of whether or not the resident is responsible for any of the charged violations, a decision letter will be sent to the resident's Eagle Mail account. If the resident was found responsible for any of the charges, the decision letter will outline the sanctions the resident needs to complete along with the respective deadlines, and will include the necessary paperwork and contact information to complete the sanction(s).

PLEASE NOTE: If sanctions are not completed by the due date, a hold is placed on the student's account prohibiting the student from registering for classes, dropping/adding classes, viewing grades, or receiving transcripts.

Step 6: Appealing the Decision

- A student may appeal a hearing outcome or disciplinary sanction in writing to the Coordinator for Residential Student Conduct within five (5) class days of the date on the decision letter. An appeal form can be obtained in the housing administrative office located on the second floor of the Commons. An appeal must be based on one or more of the following grounds:
 - Due process errors involving violations of the charged student's rights that substantially affected the outcome of the hearing,
 - The sanction(s) is (are) extraordinarily disproportionate to the offense committed, and/or
 - New information is discovered that was not available at the time of the original hearing.
- Once an appeal form is received, the Coordinator for Residential Student Conduct

Conduct Information

A conduct process has been established to address any instance that a resident violates the basic standard of community living by endangering the safety of other residents or by violating any of the policies outlined by the University or this guide. Policy violations are generally addressed and documented by the Resident Assistants (RAs) and Resident Directors (RDs) that live within the community. Occasionally, University Police officers will address and document policy violations and forward their reports to the Coordinator for Residential Student Conduct. Listed below is information regarding the Office of Housing and Residence Life's conduct program including a step by step process, a list of possible sanctions, and a flow-chart.

What Happens if I Violate a Housing Policy?

Step 1: An Incident Report is Written

- The Office of Housing and Residence Life staff member(s) that responded to the incident writes a report about the incident and submits the report to the Coordinator for Residential Student Conduct. University Police Officers may also send their reports to the Office of Housing and Residence Life about incidents they addressed within the residential community.

Step 2: A Charge Letter is Mailed to the Student

- After the Coordinator for Residential Student Conduct establishes the policy/policies that have been violated according to the written report, a charge letter will be placed in the resident's on-campus mailbox. This letter will instruct the resident to call and schedule a pre-hearing information session within five class days of the date on the charge letter.
- It is the responsibility of the resident to check his/her on-campus mailbox and/or Eagle Mail on a regular basis.

Step 3: Attend a Pre-Hearing Information Session

- At the pre-hearing information session, a residence life staff member will explain the conduct process to the resident, the resident will read his/her student rights, and the resident will read the written report and review any evidence that was collected. Residents may take notes on the information, but will not receive copies of any documents.
- Following the pre-hearing information session, the resident will have the opportunity to select which type of hearing they would like to attend (either an administrative hearing or a Residential Conduct Council hearing). Following the pre-hearing information session, the charged student will have a 24-hour consideration period to select either a Residential Conduct Council or to select an Administrative Hearing. The 24-hour consideration period may be waived by the student in writing through the use of a "Waiver of 24-Hour Consideration Period" Form in the event that a student decides to schedule their hearing immediately following the pre-hearing.
- If a student fails to schedule or attend a scheduled pre-hearing information session, and five (5) class days have expired since the date of the notice, the student waives

- Hair dryers, curling irons, and irons should be used with extreme care.
- Personal mini-refrigerators must be plugged directly in to the wall and not in to a surge protector or extension cord.
- Coffee pots may be used as long as they are equipped with an automatic shutoff feature.

If residents have questions about specific appliances not listed here, he/she should ask their Resident Assistant (RA) or Resident Director (RD).

Assault/Fighting

Any physical altercation and/or threats should be reported immediately to the University Police (590-1911) and/or the Commons or a South Village reception desk. Physical assault or conduct that threatens or endangers the health and/or safety of any resident may result in immediate disciplinary action, including immediate removal from on-campus housing pending a conduct hearing.

Bicycles

Bicycle racks are located outside of each building. Bicycles are prohibited from being kept in the breezeways and hallways of the buildings. The Office of Housing and Residence Life is not responsible for the security of bicycles. Residents may store their bicycles in their rooms, provided their roommates agree and bicycles are clean before being brought into the room/apartment. Parking Services provides a free bicycle registration program. To contact Parking Services, call 239-590-1912. All bicycles stored at bicycle racks must be registered with Parking Services. At the end of the Spring and Summer semesters all bicycles must be removed from racks. Unclaimed bicycles become the property of Florida Gulf Coast University.

Candles/Incense

Candles and/or incense are not permitted in the residence halls even for decorative purposes.

Car Repair

Car repairs, including, but not limited to, oil and other fluid changes, engine repair and auto body work are prohibited in and around the residence halls and parking areas.

Cleaning

Residents are responsible for the regular cleaning of their rooms/apartments. All residents of the room/apartment shall be held accountable for the cleanliness of the room/apartment. Residents in the room/apartment may be assessed cleaning charges during and/or at the end of the semesters if regular cleaning is not performed. Office of Housing and Residence Life staff members will enter rooms/apartments to conduct routine inspections. If the cleanliness of a room/apartment is not sufficient, the residents will be required to clean the room/apartment immediately.

Community Spaces

Community spaces are provided within Everglades Hall, Biscayne Hall and throughout North Lake Village. All policies and procedures listed in this handbook as well as posted rules and regulations must be followed while in a community space. Specific policies and procedures pertaining to each community space can be found posted in the respective location (i.e. kitchen, game room, study lounge, laundry room, etc.).

Complicity

Intentionally or knowingly helping or attempting to help another to commit an act which is a violation of the law, the Student Code of Conduct and/or the Community Guidebook.

Damages

Residents will be held accountable for any damages caused by them or their guests in common areas, resident rooms, to the exterior of a building, or other residential areas. Residents are not permitted to repair or attempt to repair any damages they have caused. Damages need to be reported to the Resident Assistant (RA) as soon as they occur. Residents will be charged with the cost of restoring the damaged/missing property to its proper condition. The financial responsibility of any overall building/common area damage will be evenly distributed among the residents of that building/common area. If an individual or individuals can be identified as having caused the damage, they solely will be held responsible.

Decorations/Room Alterations

Pictures, posters, and other items used to decorate rooms can make residents feel more at home. Decorations are encouraged as long as they do not create health or fire hazards or damage the room. Decorations must adhere to the following guidelines:

- Candles and incense are prohibited.
- Halogen lamps are prohibited.
- Live Christmas trees are prohibited.
- Dartboards are prohibited.
- Residents may not wallpaper or paint the rooms/apartments.
- Decorations may not cover more than 75% of the room wall space.
- Decorations may not be posted on or hung from the ceiling.
- All decorations in the common areas of the room/apartment must be approved by all roommates.
- Decorations displaying alcohol or the use of alcohol may not be displayed in windows or common areas of the room/apartment including the entry foyer, living room, kitchen, hallway, and bathroom areas.
- Decorations displaying drugs or drug paraphernalia may not be displayed in windows or common areas of the room/apartment including the entry foyer, living room, kitchen, hallway, and bathroom areas.
- Decorations may not cover the emergency pull cords, sprinklers, vents, alarm horns or smoke detectors.
- Room alterations including, but not limited to, the addition of ceiling fans, track lighting, light dimmers, and/or mounted items are not permitted.
- The hanging or displaying of items in windows is prohibited when it is visible from outside of the apartment.

***PLEASE NOTE: Using double-sided tape, large screws, nails, and some other adhesives will remove paint and damage the walls. Charges will be assessed for any room alterations or damages.**

Wildlife

Feeding, harassing, injuring, killing, collecting, or otherwise disturbing wildlife (deceased or living) is prohibited.

Windows

Due to the sensitive nature of heating and air conditioning systems, as well as safety and security reasons, residents are encouraged to keep apartment windows closed and locked. Residents who open their windows while running the air conditioner may be assessed an additional charge. Blocking access to windows is also prohibited. Hurricane screens on the exterior of the windows must remain latched and secured at all times. Screens may not be propped open at any time.

Wireless Internet Routers

Due to security issues and as per the University ResNet Acceptable Use Policy, personal wireless access points (wireless internet routers) are not permitted to be connected to the FGCU network.

Satellite Dishes

Satellite dishes are prohibited.

Smoking

Designated smoking areas are the outside smoking areas indicated by signs and/or benches and cigarette disposal boxes. Any University staff member or student can request that any other staff or student adhere to the smoking policy. Smoking outside of the designated smoking areas may result in a fine of \$25 and further disciplinary action.

Storage

The Office of Housing and Residence Life does not provide storage for residents in or around the buildings and/or parking lots. This includes but is not limited to, trailers, boats, jet skis, lawn furniture, etc.

Note: The use of pod storage during check-in/out is permitted with prior approval from the maintenance superintendent (239-590-1700)

Trash

Trash must be disposed of in the designated trash compactors located throughout North Lake Village and in designated trash chutes within South Village. Trash may not be left in breezeways/hallways, in common areas, under/in stairwells, in vending areas, or outside of the building or compactors. Compactor operating instructions are located on the door of each compactor. Malfunctioning or full compactors should be reported to the Commons reception desk and trash should be disposed of at another compactor. Residents who leave trash outside of designated areas will be subject to a fine of \$50 per item of trash for the first offense, \$100 per item of trash for the second offense, and \$250 per item of trash and disciplinary action for each offense thereafter.

Vandalism

Residents who remove, destroy, or deface any property or area related to the University, the Office of Housing and Residence Life, or an individual's personal property (including vandalism committed against the elevators, ceilings, grounds surrounding the buildings, and vehicles) are subject to disciplinary action and may be charged with the cost of restoring to its proper condition any property which through their negligence or misuse has been damaged or is missing. Affected areas may be temporarily restricted from use because of vandalism.

Visitation

Please see Guest/Visitation Policy

Waterbeds

Waterbeds are prohibited.

Weapons

See Firearms/Chemicals/Weapons section.

Disruptive Behavior

Behavior that disrupts the sleep, study, privacy, and/or safety of other community members is prohibited. Disruptive behavior may include, but is not limited to, shouting, repetitive horn honking, skateboarding or running through breezeways/hallways, water fights, rough housing, food fights, hall sports, and the throwing, bouncing, or kicking of objects in, at, or from the building.

Doors/Entryways

For your protection and safety, apartment front doors may not be propped and/or left open in North Lake Village.

Emergency exit doors, corridor entry doors, and exterior doors may not be propped, held open, and/or left open in Everglades Hall. Emergency exit doors may not be opened unless an emergency exists.

Deadbolts may not be used to prop any doors. Continuously propping the door open with the deadbolt may damage the lock mechanisms. Residents will be held financially responsible should the lock mechanism be damaged due to door propping.

Drug Policy

The use, possession, sale and/or distribution of illegal drugs, the misuse of any legal drug or other legal substance, or possession of drug paraphernalia including, but not limited to, hookahs, bong, and glass pipes, is prohibited on the FGCU campus and in all of its buildings. (Chapter 893, Florida Statutes)

Elevators

Passenger elevators located within the residential community are provided for use by residents, their guests, and Office of Housing and Residence Life staff members. In order to keep elevators in safe working condition, the following actions are prohibited:

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

If trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation. The person trapped in the elevator should remain calm and comply with University and emergency personnel.

Firearms/Chemicals/Weapons

Illegal or unauthorized possession or use of firearms, fireworks, explosives, combustible gases, other weapons or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

In the State of Florida, it is a felony to be in possession of or use a weapon on State University property. Use or possession of any weapon including, but not limited to, rifles, shotguns, handguns, BB guns, air rifles and pistols, pellet guns, air soft guns, paintball guns, stun guns, tasers, bows and arrows, knives (with a 3-inch blade or larger), daggers, swords, spears, brass knuckles, or ammunition is prohibited in the residence halls and surrounding areas (including vehicles).

Note: Although some of the above items may not be classified as weapons by Florida Statutes they are prohibited in the residential community due to their potential to cause bodily harm and property damage.

False Identification/False Information

Acts of furnishing a University official with a false form of identification, using someone else's identification, using outdated identification, or providing false information or false testimony to University officials is prohibited.

Fire Equipment Regulations and Evacuation Information

Please see Safety and Security Standards.

Fishing

Fishing on the campus of Florida Gulf Coast University is only permitted within North Lake in the area immediately north of university housing. All persons who fish on FGCU campus will be required to have a freshwater fishing license and will also need to be registered with Campus Recreation to obtain a campus fishing license. All fishing on FGCU campus must be conducted in a catch and release fashion.

Furniture

Residents are not permitted to remove equipment or furnishings from any room or space in the residential community. Furniture designated for use in bedrooms must remain in the designated bedroom. Beds may not be lofted. Beds in a double apartment may be bunked with the proper equipment. Please see a Resident Assistant (RA) to obtain the proper equipment. Removing lawn chairs, tables, chairs, and other furniture found in and around the beach front, the Commons, Eagles' Landing, Biscayne Hall, and Everglades Hall community spaces is prohibited.

Grills

The Office of Housing and Residence Life has grills available for residents' use around the Commons pool deck and near the lake front in North Lake Village. Malfunctioning grills should be reported to the Commons reception desk. Use of personal grills (charcoal or propane) is prohibited.

Guests/Visitation

A guest is defined as any individual (student or non-student) that is not assigned to live in a particular room/apartment. Residents are responsible for the behavior of their guest(s) at all times and will be held liable for any damages their guest(s) may cause.

Residents are permitted to have a guest(s):

- Sunday – Thursday from 10:00am to 1:00am
- 10:00am Friday – 10:00am Sunday - open visitation

Guest(s) are permitted under the following restrictions:

- All roommates agree to the guest(s)
- There are no more than 10 guests present in a room/apartment at the same time
- All Office of Housing and Residence Life policies and procedures are being followed

7. The student may be present during the search provided he/she does not attempt to inhibit the search. If the student is not present, a determination will be made as to whether there is an immediate need to search the room. If an item is confiscated and turned over to the University Police, the student will be left a notice by the Office of Housing and Residence Life staff.
8. The room will be searched in an orderly manner and all information will be recorded.
9. All information obtained from the search will be turned over to the University Conduct Officer for appropriate action. An independent decision will be made by the Director of the Office of Housing and Residence Life or his/her designee on a case by case basis as to whether to provide the University Police with the name of the resident accused of possessing, using or selling illegal drugs, misusing any legal drug or other legal substance, and whether the Director of the Office of Housing and Residence Life or his/her designee will request the University Police to criminally prosecute the resident.

Note: During the search process, failure to comply with any reasonable request by a University Official may result in further disciplinary action. Reasonable requests shall include emptying of pockets, clothing, purses, etc.

Non-University Personnel entry/search (for purposes of law enforcement)

All entries and searches by non-University staff will be coordinated with the University Police. The Director of the Office of Housing and Residence Life or designee will usually accompany such outside personnel as an observer.

Room Use

Residents are not permitted to assign, sublease or allow the use of the assigned space to another person and/or guest(s). Residents may not use their rooms/apartments as a place of business, nor may a student conduct any business within a housing facility. Residents are assigned a specific room for their use. Entering and/or using a vacant room for personal use may result in disciplinary actions, including but not limited to, restitution at a rate of \$100 per day.

Safety and Security Standards

In order to promote the safety and security of building occupants, the following behaviors are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, sprinkler heads, exit lights, emergency lights or other emergency equipment,
- Tampering with room/apartment circuit breakers,
- Tampering with or covering security cameras,
- Tampering with or pulling a fire alarm under false pretenses,
- Removing or damaging fire/evacuation maps/instructions from the back of the doors,
- Tampering with, removing, or damaging exit signs,
- Rendering a smoke detector inoperative (removing it from the wall),
- Obstructing hallways, stairwells, and/or sidewalks with furniture, debris and other materials,
- Starting a fire,
- Leaving food cooking unattended, and/or
- Refusing or failing to vacate a building during an alarm

Room Searches

Office of Housing and Residence Life staff are permitted to search a student's apartment/room under the following conditions:

- A clear indication that the established conduct, standard of health, or safety regulations are being violated,
- An emergency situation exists that requires the search of a room for a particular item,
- There is evidence of the use, possession, or sale of illegal drugs. In this instance, an apartment will be searched if one or more of the following conditions exists:
 - A staff member observes the contraband or smells the odor of what he/she believes is a drug.
 - An individual informs a member of the Office of Housing and Residence Life staff that he/she has observed the use, possession, or sale of illegal drugs or paraphernalia or misuse of any legal drug or other legal substance. In such case, the individual will be thoroughly questioned and a judgment shall be made regarding his/her credibility. A room search will take place if the individual appears to be credible, a written statement has been obtained and the individual invites the staff members to enter his/her room/apartment for purposes of a search. The individual shall be warned that knowingly providing false information is a violation of Office of Housing and Residence Life policies and regulations and the FGCU Student Code of Conduct.

In a situation that falls under the above criteria for a room search, the following procedures will be followed:

1. All room searches by Office of Housing and Residence Life staff will be cleared with the Director of Housing and Residence Life or his/her designee, unless an emergency precludes such a delay.
2. Every search will be conducted as soon as is reasonably possible after the information or report is received.
3. There will be at least two Office of Housing and Residence Life staff members present, one of whom will be a full time Office of Housing and Residence Life administrator.
4. The University Police will be notified and will stand by for the purpose of ensuring the safety of all parties involved and to receive and/or test contraband. During the course of a search, if the staff member(s) discover potentially dangerous substances, amounts of illegal substances larger than for personal use, or indications of larger illegal activity, University Police will be informed.
5. Office of Housing and Residence Life staff members will knock on the door. Following the knock, the staff member(s) will wait a sufficient duration to provide the occupant(s) ample opportunity to open the door. If a resident does not answer the door, the staff member(s) will key into the apartment and announce themselves.
6. Before any search is begun, room occupants will be notified of the reason for the search and will be afforded an opportunity to voluntarily produce the items or materials sought.

- Guests are not left unattended at any time
- Guest(s) may stay no more than 2 consecutive nights on open visitation days and for a maximum of 6 nights per semester
- There are no more than 4 overnight guests per room/apartment at any given time
- Cohabitation is not occurring

Visitation is a privilege within the residential community. In the event that the above conditions are not met, Office of Housing and Residence Life staff members reserve the right to require a guest(s) to leave immediately.

Harassment

Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct (in person, written, or otherwise), which threatens or endangers the health or safety of any person. Fighting words and statements which reasonably endanger the health and safety of any person are not protected speech and may result in University action.

Harassment based on individual differences is inconsistent with the Office of Housing and Residence Life's mission and educational goals. Every member of the residential community enjoys certain human and constitutional rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety and respect deserved by every community member.

Identification

The student identification card is the official University identification. Identification is required of any person on University property, and the ID card must be presented to any University official upon request. If the ID card (or other suitable ID such as a driver's license) is not presented to a University official upon request, the individual(s) will be asked to leave or will be escorted off campus by the University Police. Acts of furnishing a University official with a false form of identification or using someone else's identification is also prohibited (see false identification/false information for additional information). To recover or turn in a lost University Identification card, go to the Eagle ID office located in the Student Union.

Keys

Residents are issued keys to their rooms at the beginning of each semester. Upon losing a key, residents should report the loss immediately to the Commons or South Village reception desks. Residents who lose keys will be charged the full amount of materials and labor for a lock change. Once a lock change has been completed, the charge cannot be reversed. Charges vary depending on the type of key lost and the location of the room/apartment.

Residents may not:

- have University keys duplicated or locks altered
- loan/give their key(s)/access cards to another individual (including, but not limited to, roommates, friends, and family).

Lockouts

Residents should carry their keys with them at all times to avoid lockouts. Office of Housing and Residence Life staff log each time a resident requests a “lock-out” spare key. Beginning on the third (3rd) lockout, residents will be charged \$25 for each lockout. Lockout charges continue for the entire academic year. Residents will be charged for not returning spare hard keys and access cards within the designated time period. Excessive lock-outs may result in disciplinary action.

Non-Compliance

Failure to comply with reasonable directions and requests or failure to heed an official summons of University officials acting in the performance of their duties may result in immediate disciplinary action. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above. University officials include Resident Assistants (RAs), Resident Directors (RDs), University Police Officers, and other Office of Housing and Residence Life staff members.

Panic Alarms (Emergency Pull Cords)

Panic alarms are located in all rooms throughout North Lake Village. These are to be used in emergency situations only. When a panic alarm is activated but no emergency exists, the resident(s) will be assessed a fine. The amount depends on the number of occurrences:

- 1st offense \$25.00
- 2nd offense \$75.00
- 3rd offense and beyond \$250.00 and further disciplinary action

Pets

Animals or pets, other than aquarium fish, are not permitted in student rooms/apartments. Fish tanks larger than a 20-gallon capacity are not permitted. If prohibited pets are found in a room/apartment, the student will be required to remove the pet within 24 hours and disciplinary action may occur.

Posting of Materials

The posting of materials in public areas (including the exterior portion of the room/apartment door) must be approved in advance by the Office of Housing and Residence Life.

Quiet Hours

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living. Quiet hours are as follows:

- Sunday through Thursday: 10:00 p.m. – 10:00 a.m.
- Friday and Saturday: Midnight – Noon

During quiet hours, volume should be limited to a level that could not possibly disturb the nearest neighbors’ attempts to study or sleep. This includes, but is not limited to, conversations in stairwells/hallways or at smoker stations and slamming doors. This standard will be upheld whether or not the neighbors are present in an effort to provide consistent enforcement of the policy.

The primary responsibility for the enforcement of quiet hours lies with the residents. If conflicts arise that residents themselves cannot reconcile or if the offending noise is coming from another building or room/apartment, residents may call on the building staff to remedy the problem. Residents are expected to comply when a reasonable request is made. Resident Assistants (RAs) will address any noise issues they encounter during their day-to-day activities.

Courtesy Hours:

Courtesy hours are in effect throughout the residential community twenty-four hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times, including, but not limited to, conversations in stairwells/hallways, slamming doors, and stereo volume.

Note: There will be 24 hour quiet hours during finals week each semester. Special interest halls (i.e. Wellness, Honors, Engineering Major and Nursing Major) may have more restrictive quiet hours. Quiet hours are enforced at all times including holidays, breaks, and intersession periods.

Restricted Access/Restricted Areas

- Unauthorized entry into restricted areas such as building mechanical rooms, custodial closets, and venturing onto roofs or awnings is prohibited.
- Entering the building through windows is prohibited.

Room Entry

The University appreciates the resident’s desire for privacy, particularly in the context of university community-style living, and will do all it can to protect this privacy. However, it is occasionally necessary for the University to exercise its contractual right to room entry. An Office of Housing and Residence Life staff member may enter a resident’s room/apartment under the following conditions:

- At the invitation of the resident,
- To provide maintenance (which includes preventive maintenance),
- If there is cause to believe that a violation of University policies and/or regulations exists,
- If an emergency exists or is believed to exist, and/or
- For monthly safety checks (The building/floor Resident Assistant (RA) will enter each room to conduct a visual scan for unsafe living conditions from the 1st through the 5th of every month).

When a Housing staff member enters a room/apartment the following procedure will be followed:

1. The staff member will knock on the door.
2. Following the knock, the staff member will wait a time of sufficient duration to provide the occupant(s) ample opportunity to open the door.
3. If a resident does not answer the door, the staff member will key into the room/apartment and announce themselves.
4. If a resident is not home, an entry form will be left noting why the room/apartment was entered.

Note: Certain maintenance functions are contracted to outside companies. Individuals who provide services to the University for such contractual services are considered the same as University personnel.