

INTRODUCTION

On behalf of The University of Memphis and the Residence Life and Dining Services Staff, we welcome you to our housing system. Here at The University of Memphis, our objective is to provide you with a living facility and educational environment which will enhance your academic, intellectual, cultural, spiritual, and social development.

Our halls are staffed by full-time professionals and student paraprofessionals whose primary purpose is to assist you in your development. We, in the Residence Life and Dining Services Office, are here to be of service and to make your on-campus stay a pleasant one. If you have any questions, please feel free to visit or call the Residence Life and Dining Services Office, 011 Richardson Towers, 901-678-2295 or visit our web-site at www.memphis.edu/reslife.

Once again, welcome to The University of Memphis housing system.

RESIDENCE LIFE COMMUNITY CREED

*As a member of the Residence Life Community. . .
I will practice personal and academic integrity,
will respect the dignity of all persons,
will respect the rights and property of others,
will discourage bigotry, while striving to learn from differences in people, ideas, and opinions,
will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
Allegiance to these ideals requires each member of the Residence Life Community to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.*

RESIDENCE LIFE AND DINING SERVICES OFFICE

The main function of the Residence Life and Dining Services Office is to assist students in acquiring a room in the residence halls. The Residence Life and Dining Services Office is open Monday through Friday, from 8 AM until 4:30 PM, and is located in Room 011 Richardson Towers. The telephone numbers are:
901-678-2295,
FAX 901-678-5219.

RESIDENCE LIFE AND DINING SERVICES STAFF

The Residence Life and Dining Services staff will be available to assist you on a daily basis and to make your stay an enjoyable experience. Each complex is supervised by an **Area Coordinator**, a full-time professional staff member with a Masters Degree. The area coordinator directs the overall operation of the residential community in which your facility is located and is responsible for selecting, training, and supervising all full-time and student staff. Additionally, the area coordinator is the administrator that oversees the overall efforts to properly manage the maintenance and cleanliness of the facilities. **Assistant Area Coordinators** are live-in staff members employed by the Department of Residence Life and Dining Services with the minimum of a Bachelors Degree. Their primary responsibilities are to supervise the student staff, to advise student groups, and to handle the administrative details of managing the housing facilities. They serve as resource persons, organize and oversee a series of programs and activities, advise students on personal matters, insure the safety, security, and cleanliness of the residence halls, and work with students to provide educational opportunities, as well as valuable personal growth experiences. **Resident Advisors** are students selected by the

Residence Life and Dining Services staff to serve as student staff on each floor, unit, or wing within the housing facilities. Their primary

duties include serving as a resource person, familiarizing residents with the University policies and procedures, and serving as a role model. Most importantly, resident advisors foster an atmosphere of community among the residents by providing them with the opportunity to become involved in residence life activities and to have social interaction with the other residents.

ELIGIBILITY

As a student at The University of Memphis, you are not required to live in the residence halls. To be eligible for occupancy, an applicant must be accepted as a student at The University of Memphis, and enrolled for a minimum of six (6) undergraduate, or three (3) graduate semester hours of credit at The University of Memphis by the close of the registration period for the semester housing is requested. Summer residents must be enrolled for at least 3 undergraduate hours for the session living on campus. Permission for part-time students with fewer hours to live in the residence halls must be requested in writing at the time of filing the application or reservation request form. Such applicants should not assume that their requests have been approved until written acknowledgment is received. **An applicant has to be accepted to the University at the time application is made to the residence halls.** A student who ceases to attend classes for any reason is required to withdraw from the University and must vacate the residence halls within twenty-four (24) hours as a condition of withdrawal. All students shall have an equal opportunity to reside in student residence facilities regardless of race, sex, marital status, creed, color, national origin, or handicap; however, separate housing may be provided on the basis of sex.

Pursuant to the Family Education Right to Privacy Act, the Department of Residence Life and Dining Services reserves the right to contact parents or other legal guardians for those resident students under the age of eighteen

(18) years of age as it relates to behavioral or contract related issues.

APPLICATION PROCEDURES

A student must read and understand the Residence Hall Information Brochure or policies and procedures contained on the web page and submit the application for housing to the Residence Life and Dining Services Office, along with the \$45 application fee. Once the Department of Residence Life and Dining Services makes an assignment, the student will be notified. A rental prepayment in the amount of \$200 must be made for each term according to the deadlines specified by The Department of Residence Life and Dining Services. Failure to make the rental prepayment by the designated deadline may result in the cancellation of the housing assignment and the student will also be responsible for the \$200 rental prepayment. Assigned students canceling prior to June 1 for the fall semester will have no cancellation penalty. Assigned students canceling after June 1 will be responsible for the \$200 rental prepayment. Assigned students for the spring semester canceling after November 1, will be responsible for the \$200 rental prepayment. Assigned students for the First Summer Session who cancel after May 15 will be responsible for \$200 of the First Summer rent. Assigned students for the Second Summer Session who cancel after June 15 will be responsible for \$200 of the Second Summer rent. This also applies to students who apply for housing and are assigned after the specific refund deadlines. Payment may be made at the Bursar's Office, by mail to the Bursar's Office, P. O. Box 1000, Department 313, The University of Memphis, Memphis, TN 38148-0313, or through the internet.

If the student fails to check-in or cancels the contract after the cancellation deadlines, no account adjustment will be made. Once the student checks into the residence hall and is issued a key, the student is responsible for rent as determined in the Rent and Rent Refund Policies section of the Residence Hall Information

Brochure or the policies and procedures on the website.

The University reserves the right to establish other charges relative to housing occupancy to cover matters including, but not limited to, damages, telephone equipment and services, special furniture, utilities, etc. At the discretion of the University, these charges may be assessed on an individual or campus-wide basis. Receipt of the housing application does not guarantee admission to the University or to a housing facility.

THE DIRECTOR OF RESIDENCE LIFE AND DINING SERVICES RESERVES THE RIGHT TO REFUSE ANY HOUSING APPLICATION, TO CHANGE OR CANCEL ANY ASSIGNMENT, OR TO TERMINATE A RESIDENT'S OCCUPANCY FOR JUSTIFIABLE CAUSE.

ASSIGNMENT PROCEDURES

Room assignments are made on the basis of the date of receipt of the application, student's place of permanent residence, housing preference, roommate choice, and availability of accommodations. Current residents who submit an application for housing during the designated time are given priority over incoming students for obtaining halls and rooms of their choice. **If space is available after check-in, residents of double rooms may be permitted to pay the single rate and live alone in a double room.**

There is no guarantee that The Department of Residence Life and Dining Services will be able to comply with every roommate request; however, every effort is made to place students with compatible roommates. Unless you make a specific and mutual roommate request, the Department of Residence Life and Dining Services will make roommate assignments without regard to race, color, creed, or national origin.

Every reasonable effort will be made to comply with the preferences indicated by the student on the application; however, please remember that some halls fill more rapidly than others and that certain types of

accommodations, such as single rooms, are extremely limited and rarely available to new residents. Therefore, the Department of Residence Life and Dining Services reserves the right to make assignments of space in accordance with availability.

It is sometimes necessary to close a hall or vacate floors within halls. When the Director of Residence Life and Dining Services determines that such actions are necessary, the residents affected will be notified and given special priority for alternate housing accommodations.

ROOM CHANGE AND CONSOLIDATION

Shortly after the beginning of each semester, a time is set aside for room change. If for some reason you and your requested roommate were not assigned together, or if you meet someone with whom you prefer to share a room, it may be possible to make assignment adjustments during the room change period. If a student moves to a room or building which rents for more than the current room or building, the resident will be billed the additional rent.

Room changes after the official room change period may be permitted only in unusual circumstances. Residents participating in unauthorized moves will be required to return to their original assignments. Sole occupants of double rooms after room change who do not wish to declare their rooms single and pay the difference in rent, if given the opportunity, will be required to consolidate. Consolidation assignments will be made by the Department of Residence Life and Dining Services. Residents who are required to move to a new room or who will be having a roommate move into their room will be notified in writing when to meet with their assistant area coordinator to complete the necessary paperwork. Failure to adhere to the consolidation assignment may result in being billed for a single room.

CONTRACT PERIOD AND CONDITIONS

Fall assignments/contracts are for the full academic year (fall and spring semesters.) There will be no penalty if written cancellation is received prior to the published deadline for any specific contract period. The period of occupancy for each term in which your rental payment covers, with the exception of the extended contract, is as follows:

FALL SEMESTER: from the official opening day and hour of the residence halls through twenty-four (24) hours following the resident's final examination, or if applicable; the time posted on the day of commencement exercises, or according to the terms of an extended contract. Fall assignment/contracts are for the full academic year. Release from the spring semester portion of the contract must be requested in writing by the date specified in the "Cancellation and Rental Prepayment Refund Policy" of the *Residence Hall Information Brochure*. Residents for the fall semester who cancel for the spring after the close of the fall semester and have left belongings in the assigned fall space will be responsible for 25% of the spring semester rent.

SPRING SEMESTER: from the official opening day and hour of the residence halls through twenty-four (24) hours following the resident's final examination, or if applicable, the time posted, on the day of commencement exercises, or according to the terms of an extended contract. All residence halls will be closed during the week designated by the University as Spring Break, with the exception of the Carpenter Complex and the Living Learning Complex. Notification of the closing and the reopening hours of Spring Break will be posted on the official bulletin board in each hall.

SUMMER SESSION: from the official opening day and hour of the residence halls or the official opening day and hour of check-in for the specific summer term(s) for which housing is requested and extended through twenty-four (24) hours following the resident's final examination, or if applicable, the time posted on the day of commencement exercises, or according to the terms of an extended contract.

EXTENDED CONTRACT: from the official opening day and hour of the extended contract facilities through the official closing date designated by the Department of Residence Life and Dining Services following the resident's final examination for the Spring Semester. Notification of the closing date will be posted on the official bulletin boards. The housing accommodations will remain open during the times designated as Semester and Spring Breaks. Residents cancelling the spring portion of their contracts will be required to vacate at the end of the designated fall contract period.

CANCELLATION AND RENTAL PREPAYMENT REFUNDS

A rental prepayment in the amount of \$200 must be made for each term according to the deadlines specified by The Department of Residence Life and Dining Services. Failure to make the rental prepayment by the designated deadline may result in the cancellation of the housing assignment and the student will also be responsible for the \$200 rental prepayment. Assigned students canceling prior to June 1 for the fall semester will have no cancellation penalty. Assigned students canceling after June 1 will be responsible for the \$200 rent prepayment. Assigned students for the spring semester canceling after November 1, will be responsible for the \$200 rent prepayment. Assigned students for the First Summer Session who cancel after May 15 will be responsible for \$200 of the First Summer rent. Assigned students for the Second Summer Session who cancel after June 15 will be responsible for \$200 of the Second Summer rent. This also applies to students who apply for housing and are assigned after the specific refund deadlines.

NO REFUNDS WILL BE MADE, OTHER THAN FOR THE ABOVE CONDITIONS.

All cancellations must be made in writing and submitted by the specified deadline to the Department of Residence Life and Dining Services, 011 Richardson Towers, Memphis,

Tennessee 38152 or by email to reslife@memphis.edu.

CHECKING IN AND CHECKING OUT

Residents check-in and vacate their housing accommodations according to directions issued by the Department of Residence Life and Dining Services. At check-in, each resident is issued a key and an inventory sheet. It is the resident's responsibility to conscientiously examine the contents of the accommodation. The condition of the facility, and the absence or presence of its furnishings should be noted on the inventory sheet. The signed inventory sheet is to be returned on the day of check-in.

The resident should consider the completion and return of the inventory sheet as a protective measure. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time (s)he assumed occupancy, provided these items are noted on the inventory sheet at the time of check-in. Failure to return the completed form as indicated above may result in a resident being charged for room deficiencies which occurred prior to check-in.

Failure to complete the check-out procedure will result in an improper check-out charge. Failure to personally surrender your room key to the appropriate staff member may result in an additional charge for rekeying the room. Residents will also be charged a reasonable cleaning fee when rooms are left excessively dirty after check-out. Residents of buildings with an extended contract who fail to check-out at the end of their contract period will be charged a portion of rent for the next semester. Check-out information is distributed during each semester and is also listed in *The Housing Hotline*.

RENT

Rental payments are due in full prior to check-in or you will be placed on an installment plan with an additional installment fee. Rent may be paid in advance at the Bursar's Office, or by mailing it to The Bursar's Office, The University

of Memphis, P. O. Box 1000, Dept. 313, Memphis, Tennessee 38148. Checks and money orders must be made payable to The University of Memphis. Early payment is recommended to avoid delay at check-in.

The listing of a rental rate for housing is not binding as a contractual term. The rental rate to be collected is that which is designated by the Tennessee Board of Regents. Fees are subject to change without notice. If a resident is receiving financial aid or is unable to make payment in full, the resident may be eligible to receive an Installment Plan. Students placed on Installment Plans are required to pay one fourth of the rent at check-in.

RENT REFUND POLICIES

Refunds of residence hall rent after check-in will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence halls, (1) because of personal medical reasons confirmed in writing by a licensed physician, or (2) at the request of the institution for other than disciplinary reasons. Full refund will be made in case of death.

For reasons other than the above stated, the following procedures shall apply:

Seventy-five (75) percent of rent will be refunded to residents withdrawing from the residence halls for a period of fourteen (14) calendar days beginning with, and including, the first official day of classes.

Twenty-five (25) percent of rent will be refunded to residents withdrawing from the residence halls after the expiration of the seventy-five (75) percent rent refund period. The twenty-five (25) percent refund period ends upon expiration of one fourth of the semester for which rent was due.

POLICIES

ROOM INSPECTION SEARCH AND SEIZURE

The University reserves the right to enter and inspect a resident's accommodation at any time for fire or health hazards, maintenance requirements, and to determine compliance with University regulations. The staff members will knock before entering.

The University reserves the right of entry to rooms by authorized University officials for the purpose of search and seizure if there is probable cause to believe that a student is using a housing accommodation for purposes which are illegal or which would seriously interfere with campus discipline or constitute a hazard. A search will be authorized by the Director of Residence Life and Dining Services or the Assistant Vice President for Student Services and will be conducted in the presence of the Director of Residence Life and Dining Services, or a designee, and if possible, a staff member of the particular building and the resident. Representatives of Police Services may also be present. The University also has the right to elect the use of a search warrant by Police Services or the City Police. A copy of the authorization form will be provided to the student(s) whose room or apartment is being searched, and a receipt will be given for any property confiscated. The University assumes no responsibility for the theft, destruction, or loss of confiscated property.

FURNISHINGS

All accommodations are furnished with extra long single bed(s) (36" x 80"), closets, drawer space, desks, desk chairs, and venetian blinds. Residents must provide their own bed linens and bath linens. For safety reasons, waterbeds are not permitted in the residence. No supplied furniture may be removed from the room.

Some things you may wish to bring include an alarm clock, an iron, an ironing board, a waste basket, sheets, bedspread, pillow, and a study lamp.

Refrigerators and microwaves are permitted and must have a power requirement not greater than 120 volts and power consumption of 1.5 amperes or less for refrigerators and 5 amperes or less for microwaves.

The refrigerator may have a capacity up to 4.4 cubic feet and the microwave oven up to a maximum of 800 watts of cooking power.

The University will not assume any responsibility for theft of a refrigerator or microwave oven, or for damage to a unit or its contents due to power failure or any other reason, nor will the University assume liability for any personal injury or property damage as a result of a malfunction.

All units must be grounded and equipped with a three-prong plug and three-wire cord from the unit(s) to the electrical outlet. Using a heat producing cooking appliance in a residence hall room other than a **microwave oven** or a **coffeemaker** with an enclosed heating element is not permitted. **Electric skillets, crock pots, etc.**, are not to be used in student rooms.

A resident should not use a **halogen lamp** or any other heat producing device other than those mentioned in *The Residence Hall Information Brochure*.

All electric appliances/devices must be UL approved.

Aerobic weight-lifting equipment is the only weight-lifting equipment permitted in the residence halls.

Vehicles having internal combustion engines are not permitted in the residence halls.

Students are not allowed to install **radio and TV antennas** outside of student rooms.

Possession or use of an additional **air conditioner or heater** is prohibited. **Portable electric fans** are permitted. **Ceiling fans** are not permitted.

Residents may not possess or use any device which produces an open flame or noxious odor; this includes, but is not limited to, **candles, incense, potpourri, kerosene lamps, or smoking substances.**

The University is extremely safety conscious and as a result, strongly discourages the use of normal household extension cords,

especially when used with high amperage equipment. In its place, we recommend the use of power strips with built-in circuit breakers and heavy duty, three wire extension cords.

There are no facilities for storage of a student's personal belongings outside the resident's room during the contract period. **Storage is also unavailable for resident's personal belongings between contract periods.**

Public area furnishings or equipment removed or taken to resident's rooms or other locations constitutes theft of University property. Furnishings or other possessions which would require the displacement or removal of University property cannot be permitted. The University shall have no responsibility for the theft, destruction, or loss of monies, valuables, or other personal properties belonging to, or being in a student's room or apartment unit.

RESIDENT RESPONSIBILITIES

All residents are governed by federal, state, and local laws, and University standards of behavior outlined in this publication and *The University of Memphis Student Handbook*. The following rules are set to preserve the condition of the housing facility and its contents, and are the resident's responsibility. Any violation of these rules causing damage to University property will result in appropriate charges to the resident(s) involved and possible disciplinary action.

- 1) Residents are responsible for information disseminated at floor meetings, whether or not they choose to attend.
- 2) Residents are expected to abide by the rules and regulations contained in the *Student Handbook* and the *Residence Hall Information Brochure*. Infractions of such rules, or interference with the rights of others to a peaceful and enjoyable living environment may

be subject to student disciplinary sanctions contained in the *Student Handbook* as incorporated herein by reference.

3) Rowdy, boisterous, or disorderly behavior which disturbs other residents constitutes misconduct in the housing facility. This includes using any sound producing equipment at any volume or in any manner which disturbs other residents, whether during quiet hours established by hall, or at other times. Sound from such equipment must not be audible outside the residents' rooms or apartment unit. Abuse may result in confiscation.

4) Quiet Hours are in effect each day from 10 PM until Noon. This means noise should not be heard from a student's room or apartment.

5) Courtesy hours should be in place twenty-four (24) hours in all residence halls, and if there is outside noise that disturbs other residents, the noise should stop upon request. Courtesy hours includes all public spaces and parking areas surrounding residence facilities.

6) Residents must cooperate and comply with directions of University officials acting in the performance of their duties. If at any time staff members: area coordinator, assistant area coordinator, resident advisor, desk assistants, etc. in the course of their duties, request that a student comply with University and/or housing regulations and the student refuses, it is considered a confrontation and may result in suspension from all housing facilities.

7) Residents are responsible for the care, cleanliness, and protection of their rooms and jointly responsible for the common areas of their building. Room, floor, hall, or area charges may be made when there is justifiable cause, as determined by the Department of Residence Life and Dining Services.

8) Residents will be held responsible for property damage to any housing facility, equipment or furnishings.

9) Residents may not sublet their rooms or at any time permit an unauthorized guest.

10) The resident's accommodations may not be used for business purposes.

11) Residents should refrain from dropping, throwing, or hanging objects from their windows.

12) Activities involving gambling are prohibited within the resident facilities.

13) Except in the event of any emergency, use of, or tampering with any door equipped with an alarm mechanism is forbidden.

14) Bulletin boards are reserved for resident and staff use only. Posted material must be approved in the Residence Life & Dining Services Office and have been stamped to indicate approval.

15) Use of sports equipment i.e., racquetball, basketball, is prohibited.

16) Smoking is not allowed in any University of Memphis residence halls.

17) All residents are expected to evacuate the premises promptly when an alarm is sounding. Ignoring a fire alarm or refusing to evacuate may result in disciplinary action.

18) Tampering with locks, fire alarm mechanisms, fire sprinkler systems or fire extinguishers may result in dismissal from the hall and possible legal action.

WINDOWS AND SCREENS

Window screens, window guards, and/or blinds are not to be removed. Residents in violation may be charged for replacement of these items.

ALCOHOL AND DRUG POLICY

The possession of alcoholic beverages or the possession of alcohol paraphernalia, including empty containers, is prohibited on University controlled property. In addition, the use, possession, or distribution of narcotics or illegal substances such as marijuana, LSD, etc., except as permitted by law, and drug paraphernalia is prohibited on University controlled property. Students are prohibited from being under the influence of

illegal drugs or alcohol while on University owned property or while attending any University sponsored activity.

BICYCLE STORAGE

Bicycles may be stored in racks, or in residents' rooms or patios with the approval of roommates. They may not be stored in stairwells, access ways, on light poles or railings.

CARE OF YOUR ROOM

Residents shall not use any device which leaves a permanent mark when attaching objects to the wall or ceiling (e.g. nails, screws, staples, thumb tacks, double sided tape, etc.). Posters, stickers, and other decorations must be removed from walls, windows, doors and other surface areas of the room or apartment unit at the time occupancy ceases. Failure to do so may result in charges to the occupants of the room or apartment unit.

LOST OR STOLEN KEYS

The loss of a resident's room/Apartment/Townhouse key must be reported to the assistant area coordinator. The room locks will be changed, and the student will be charged for rekeying the room. Charges may vary depending on the building.

CANVASSING

Canvassing is defined as any organized effort to influence student opinion, gain support, or promote a particular cause or interest, specifically excluding any solicitation or fund raising. Students registered with student organizations, residence hall governments, and outside interests are eligible to canvass in the residence halls; provided, that such canvassers abide by the regulations stated in the *Student Handbook*.

Canvassing may occur in individual residence hall buildings, provided that the residents of that building, by a two-thirds (2/3) majority vote at the beginning of the academic year, agree to allow such canvassing. Canvassing in dining areas is prohibited. Canvassing efforts shall be restricted to the hours of 11 AM to 10 PM.

Each individual wishing to canvass in the residence halls must register

with the area coordinator responsible for the building(s) subject to canvassing no less than forty-eight (48) hours prior to the beginning of the canvassing. Individuals must clearly understand the provisions of canvassing regulations before canvassing may begin.

Canvassers must abide by all University rules and regulations. Violators will be subject to referral to the Office for Judicial and Ethical Programs and/or may be escorted off campus by Police Services and may also be subject to criminal prosecution.

SECURITY

Residence hall security is a shared responsibility. **DO NOT PROP OPEN OR ALLOW TO BE PROPPED OPEN ANY FLOOR OR BUILDING EXIT DOOR.** You must comply with the check in procedures at each residence hall. Do not allow people in the building who are not your guests on the floor. Always carry your keys and lock your door. **Do not loan keys to anyone and be sure to report any lost or stolen keys. No student will be permitted to enter another student's room without expressed consent of the residents who reside in that room. This includes suite style rooms.**

ROOF AND LEDGE AREAS

The presence of students or objects on roof or ledge areas is prohibited at all times. Roof and ledge areas are prohibited to students for safety reasons and for protection of property.

PETS

No pets are allowed, other than fish contained in an aquarium having a capacity no greater than 20 gallons. One aquarium per student is permitted. Aquariums may not be left in the halls during semester breaks.

FIREARMS

The storing, possession, or detonation of firearms (including B-B and pellet guns), weapons, ammunition, or explosives, including fireworks of any kind, are not permitted on The University of Memphis campus. No one, including a student employed by a guard or security service may keep any of these

items. Contact Campus Police to arrange storage.

VISITATION POLICIES

At the beginning of each academic year, there will be a general meeting of the residents of each housing facility, at which time they may select the days and hours for visitation. (Two-thirds of each facility's residents must participate for the selection of the visitation hours to be valid.) Visitation options range from no visitation, to a maximum of twelve (12) hours Sunday through Thursday (not to begin before 12 Noon and not to end later than Midnight), and fourteen (14) hours Friday and Saturday (not to begin before 12 Noon and not to end later than 2 AM). All visitation programs are operated under the supervision and advice of the Department of Residence Life and Dining Services staff member and will conform with each hall's quiet hours policy.

Every visitation policy will meet the following criteria:

- 1) A desk sign-in and sign-out procedure is required in all halls except Carpenter Complex. Residents will use their hall area lobby desk as check-in points and residents having guests must show identification cards at their check-in point.
- 2) Unauthorized guests may result in a charge and rent assessed to the resident's account equal to the stay of the guest.
- 3) Residents will accompany their guests to and from check-in points. Unaccompanied guests or unauthorized persons are permitted only in public areas of residence halls, such as lobbies, recreation areas, meeting rooms, etc. Non-residents found elsewhere in a residence hall or the Carpenter Complex unaccompanied by a resident of the building will be considered trespassers. Student trespassers may be subject to action by the University and/or civil authorities.
- 4) A maximum of five (5) guests are permitted per room or apartment/townhouse at any one time.
- 5) Residents and their guests will wear clothing suitable for

classroom attire while guests are present in their rooms or apartment unit.

- 6) Room checks may be made at any time during the visitation period.
- 7) Visiting hours in public areas in residence halls and apartment units extend from 8 AM to the close of the visitation program. All residence halls will be secured at the time of closing.
- 8) A parent of the opposite sex is permitted to visit a student's room at times other than visitation periods, provided the students on the floor are notified and permission is granted by a residence hall staff member. Room visitation by persons of the opposite sex in conjunction with check-in and check-out must be approved by a member of the Department of Residence Life and Dining Services staff.
- 9) Residents and their visitors are subject to the limitations of the visitation options selected by the residents of the residence hall or Carpenter Complex. This encompasses posted rules of the building, including, but not limited to, starting and ending times, dates, and days of visitation.
- 10) Overnight guests of the same sex are permitted for a maximum of three nights per semester with the roommate's approval, and **must be registered with the appropriate assistant area coordinator**. A bed must be available for guests. Disciplinary action will be imposed upon residents who fail to register their guests.
- 11) Residents are responsible for the conduct of their guests at all times. Disorderly conduct or misbehavior by any resident or guest in any housing facility will be subject to disciplinary action.

Residents must abide by, and are subject to visitation policies and procedures which govern other Residence Life facilities.

SANCTIONS

Upon determination that a violation has occurred regarding any regulation, the following disciplinary sanctions may be

imposed, either individually, or in combination by the appropriate University officials.

- 1) **Restitution:** A student who has committed an offense against property may be required to reimburse the University or other owner for damages to, or misappropriation of, such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Additional rent may be added for unauthorized guests.
- 2) **Warning:** The appropriate University official, including residence hall staff members, may notify the student in writing that continuation or repetition of specified conduct may be cause for disciplinary action.
- 3) **Resident Probation:** A resident placed on Residence Hall Probation is deemed not to be in good standing within the housing community. Continued residency is contingent upon adherence to the rules, regulations, and provisions of the Code of Student Conduct and the Housing Contract.
- 4) **Residence Hall Suspension and Forfeiture:** A student suspended from occupancy in a Residence Life housing facility may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended residence hall student will be required to forfeit fees, including any unused portion thereof.
- 5) Students residing in University housing are expected to abide by the rules and regulations contained in the *Student Handbook* and *Residence Hall Information Brochure*.
- 6) Violation of any regulation is considered Breach of Contract (which may result in dismissal from the housing accommodations).

SERVICES

VENDING MACHINES

Soft drink machines and snack machines may be located in

residence halls and the community building of Carpenter Complex.

TELEPHONE SERVICE

Local telephone service is provided to each room, except in the Living Learning Complex, where it may be requested; however, students must provide their own telephones. After arriving on campus, long distance service may be accessed by contacting any of the private companies that provide those services.

MAIL SERVICE

Students may only receive mail on campus through a campus post office box. Mail boxes for residents may be rented by contacting Mail Services which is located in The University Center. Mail may be addressed to students in the following manner.

Student's Name
The University of Memphis
Campus Postal Station XXXXXX
Memphis, TN 38152

LAUNDRY FACILITIES

Laundry facilities are located in all residence halls for residents' use only. Students are required to follow all posted instructions for use of the laundry equipment. Any guest using facilities constitutes theft of services.

PARKING

Students are responsible for complying with the rules and regulations and use of motor vehicles on University controlled property. All vehicles must have a parking permit visibly hanging from the rear-view mirror. A copy of all parking regulations and procedures is available from the Parking Office.

MAINTENANCE

Any repairs that need to be made to your room should be submitted to the desk area in your building by filling out a Maintenance Work Request or you may submit a work order on line at www.memphis.edu/reslife. If this request has not been completed within 48 hours, please contact your assistant area coordinator, or the desk area where you reported the request.

HEALTH SERVICES

The University of Memphis Health Center is staffed with full-time, professional personnel. The Health Center is open 8 AM - 6 PM, Monday, Wednesday, and Thursday, and 9 AM - 6 PM on Tuesday, and 8 AM - 4:30 on Friday during the fall and spring semesters and 8 AM - 4:30 PM during summer sessions. It is not necessary to make an appointment in advance. Visits are free; however, prescriptions, special tests, or screenings are at the student's expense.

THE RESIDENCE LIFE CHANNEL

The Department of Residence Life and Dining Services will keep you up to date on all Residence Life and University events, including important dates and deadlines on Channel 64. Tune in to Channel 64 for information on Room Change, Room Reservation, cancellation deadlines, as well as events and programs taking place in your building. Along with enjoying first run movies on Channel 64, Residence Life Cinema has a selection of On Demand movies streaming directly to your computer in the comfort of your dorm room.

ISTV is located on Channel 50. Additional University information and movies are on this Channel also.

CABLE TELEVISION

Basic cable-type television is connected to each resident's room at no additional charge from Telecommunications.

KITCHEN AREAS

Microwave cooking is allowed in residence hall rooms. With the exception of Carpenter Complex, all other cooking must be done in the kitchen areas of the building. Kitchen facilities are located in each residence hall except South Hall and the Living Learning Complex. Carpenter Complex kitchens are equipped with a stove/oven, refrigerator/freezer, dishwasher, and disposal.

TIGER DINING

The Tiger Dining staff offers a choice of contemporary dining services and the most popular

meal plan options. They also offer catering service and student employment.

Students may choose an 80 block meal plan with \$200 flex dollars or a 160 block meal plan with \$200 flex dollars. Also available is the All Access Meal Plan for unlimited meals. Meal plans do not roll over to the next semester; however, balances left on the flex dollar balance will roll over to the spring semester. Meal plan costs will be added to the amount of rent and become a part of the housing contract.

The hours of operation (and locations are listed on the internet at tigerdining.com).

RESIDENCE HALLS

ABOUT THE RESIDENCE HALLS

Whether you are interested in living in a traditional residence hall environment or apartment style housing, The University of Memphis has the place for you. Individual rooms are designed to be comfortable and conducive to studying.

The residence halls can house approximately 2300 students. Buildings are available that are wheelchair accessible with rooms designed to accommodate wheelchair users.

RESNET

Each resident living in Richardson Towers, the Living Learning Complex, and South Hall has fast and free Internet access via ResNet Ethernet. This is hardwired access requiring a personal computer with the minimum system standards, an Ethernet card with a 10 base T connector and RJ-45 Ethernet cable. Residents of Rawls, Smith, Mynders, and Carpenter Complex have the same access via ResNet Wireless. Wireless access also requires a computer with minimum standards, as well as wireless adaptors. All residents must have their UUID and PH password issued by the University to connect. For more information, go to www.memphis.edu/resnet.

FRESHMEN FIRST

Freshmen First is a program that bridges the gap between student life and academics. It is designed to offer you the greatest possibility for success during your university career and provides the necessary components to meet the needs of the serious student.

The Freshmen First Program includes: **Double room accommodations in Richardson Towers** on a floor with other freshmen and select upper-class peer mentors, **the choice of a meal plan plus \$200 flex dollars** that can only be used in dining locations on campus. Students who do not choose a meal plan will be placed on the 160 block meal plan with the \$200 flex dollars

Registration in the three-hour course, Academic 1100, is required to participate in the Freshmen First Program. This course is designed to assist freshmen in the orientation to their college experience. Areas addressed in this course include, computer literacy, writing skills, study skills, time management, course scheduling, and more.

HONORS AND EMERGING LEADERS PROGRAMS

Housing for students admitted to the Honors Program or awarded the Emerging Leaders scholarship are eligible for housing in the Living Learning Complex. Spaces are limited and assignments are made based on availability at the time of application.

STUDY QUIET AREAS

The purpose of the Study Quiet Area is to provide an atmosphere which is more conducive to studying than the average residence hall floor. Each semester, the residents of each Study Quiet Area shall democratically establish guidelines for insuring Study Quiet conditions. These guidelines will be submitted to the Office of Residence Life for final approval.

The minimum requirements for the Study Quiet floors are: 1) quiet hours are twenty-four (24) hours a day, seven (7) days a week, 2) during quiet hours, sound levels should not be audible outside of the resident's room, 3) visitation policies in Study Quiet Areas will be consistent with the rest of the building in which that floor is located. Violation of the established guidelines will result in removal from the Study Quiet area and reassignment to another area as space permits. If space is not available, the resident will be required to move off-campus. The following areas have been designated as Study Quiet Areas:

Richardson Towers South- 6th and 9th

Richardson Towers North- 6th and 9th floors

Rawls Hall- 1st floor

Mynders Hall- 3rd floor

RESIDENCE HALL COUNCIL

The Residence Hall Council, better known as RHC, coordinates many social, educational, and cultural events within the residence halls and across campus. Your active participation in RHC can offer you invaluable leadership opportunities.