The Residence Life Handbook online is the most up to date and supersedes all other versions.
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WELCOME TO MERCER RESIDENCE LIFE!

Dear Residents,

Welcome to Mercer Atlanta’s Residence Life program! We want your stay at Mercer to be both worthwhile and enjoyable. Familiarity with this handbook will help in achieving that goal.

We hope that your Apartment is more than just a place to sleep; it should be a key component to life outside the classroom. Some of the most important members of your new community are the Resident Assistants (RAs) and the Graduate Hall Director (GHD) who lives in the apartments with you. These students are trained to assist you in a wide variety of areas ranging from assisting with initial check in, providing social and developmental programs as well as dealing with academic and/or personal issues. The GHD & RAs are your closest resource – get to know them!

This Residence Life Handbook is designed to acquaint you with the policies and procedures associated with on-campus living. Please carefully read the information contained in the handbook. Ask your RA for clarification of any issues that are unclear to you. Residence Life policies are designed to preserve the rights of current and future residents. As a member of the Residence Life Community, you will be expected to abide by these regulations.

Make time in your busy schedule to know your apartment mate and to meet your neighbors. Get involved! Become a part of the Residence Life Community and take advantage of the services and opportunities provided throughout the year.

Again, welcome to Mercer Atlanta’s Residence Life program and good luck in the upcoming academic year!

Sincerely,

Richard Stilley
Asst. Dean for Campus Life
Residence Life and Community Living Information

The Residence Life Goal
The primary function of the Residence Life is to provide residents with a living environment conducive to studying. Critical to this mission are the Residence Life staff members, a team of professionals and students committed to creating a strong living/learning environment that promotes personal and academic growth. As a member of the Residence Life community, you will have the opportunity to meet and interact with a very diverse group of students. We challenge you to take advantage of the opportunity to learn from others and to involve yourself in the campus community.

Your Community
The experience you will have during the year while living in the University Apartments depends largely on how much you put into it. The Residence Life Office has made efforts to see that you have a safe, learning-focused environment to live in with a little fun on the side. Getting to know your roommate(s) (their likes/dislikes), the people on your floor or building, and the Residence Life staff can contribute in large portion to your happiness while living on campus.

Community Living
Apartment living promotes a cooperative community living environment and teaches students to respect the rights of others. Residence Life recognizes the need for an academic atmosphere and a protection of the health, safety, and security of all residents.

Rights and Responsibilities:
- The right to study, read, relax and sleep without measurable interference, noise or distractions, and the responsibility to help others have these rights.
- The right to feel safe in the apartments, and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one’s privacy, and the responsibility to respect the privacy of others.
- The right to have respect shown for one’s personal property, and the responsibility to respect other’s personal property as well as community property.
- The right to have visitors within the apartments and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm, and the responsibility to ensure this right for others.
- The right to a clean living environment and the responsibility to help keep it clean.
- The right to maintain one’s personal beliefs and values, and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual’s rights end when exercising those rights infringes on others. The University Apartments at Mercer are a place to study. In keeping with the mission of Mercer, the apartments must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the community may be subject to disciplinary action and/or removal from the University Apartments.
Residents in the apartments are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for the use of all students living in an apartment, wing or floor. Charges for damages (trash, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be $5 per resident.

**Quiet/Courtesy Hours**

In order to maintain the living/learning environments of our residential facilities an atmosphere conducive to study and sleep must exist. Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member **at any time**. During designated quiet hours, sounds from your room (TV, stereo, computer, conversations, etc.) should not be heard outside the room, and you must refrain from such activities as running, loud talking, yelling, etc. in the hallways and lounges, etc. **During final exams, 24-hour quiet hours will be enforced.**

Quiet hours are as follows:
- Sunday — Thursday: 10:00pm — 10:00am
- Friday & Saturday: 12:00am — 10:00am

Courteous hours are 24 hours per day. This means that you should be respectful of other residents' abilities to have an environment conducive to study and comfort.

**Visitation/Guests**

Guests are expected to abide by the same rules and regulations as the residents. If a violation occurs, the host of the guest will be held accountable and the guests may be asked to leave the facility and/or campus. **Overnight guests are only permitted with the consent of the roommate(s).** Guests may not stay more than 2 nights in a 30 day period (**violation may result in the termination of the contract**). Guests may not be left alone in your apartment.

**Living with a Roommate**

Fundamentals to a successful roommate situation:
- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e. sleep and study schedules).
- Respect each other’s privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the apartment appears to get smaller and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing an apartment involves give and take on each side.
- Be considerate, reasonable, and flexible.
- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
- Share responsibilities with your roommate/suitemates and be accountable for your actions.
The Residence Life Staff

The Residence Life is located on the second floor of the Sheffield Student Center (room 212). The Residence Life staff consists of the Assistant Dean for Campus Life, the Housing Coordinator as well as a Graduate Hall Director. Office hours are 8:00am -5:00pm Monday through Friday. You may contact the Residence Life by phone at (678) 547-6104 / 6823 or by fax at (678) 547-6373. You can also email the Residence Life at mitchell_ty@mercer.edu or stilley_r@mercer.edu.

Graduate Hall Director (GHD) – The GHD is a full-time graduate/professional student who lives on campus. The GHD supervises and works collaboratively with the Resident Assistants, assists the Housing Coordinator, advises the hall governments and serves as a resource to residents to develop a strong, positive, and respectful community.

Resident Assistants (RA)—RAs are usually the first staff members residents meet. RAs are full-time graduate/professional students who have been selected and specifically trained to assist residents within the residential community. RAs are a vital link between their peers and the Residence Life as well as other departments around campus. An RA's responsibilities include helping to develop a sense of community through social events, educational opportunities, and other activities; informing residents about events happening on campus; enforcing University and Residence Life policies; acting as peer counselors and assisting professional staff in crisis situations. The RAs are available to assist residents with personal and academic concerns, roommate conflicts, and maintenance issues. The apartment complex (3 buildings) is staffed nightly by an RA on duty. The RAs on duty are responsible for assisting residents with their needs, monitoring activity in the buildings and performing essential administrative tasks for the Residence Life Staff. The RA duty roster will be posted monthly on apartment bulletin boards. RA contact information will be noted. The Resident Assistant is on duty between the hours of 6:00pm - 8:00am Monday-Friday and 24 hours on Saturday and Sunday. Any time a particular RA is unavailable try another Resident Assistant or the GHD. For Emergencies, including maintenance concerns call Mercer Police (678-547-6358).

Getting Involved in Residence Life

There are several ways residents can be involved with Residence Life:

- **Programs** - Residence Life staff plan several programs on floors, in buildings, and on campus every semester. You can assist with planning a program or simply recommend a program that your RA can organize. If you or your friends have an interest, why not share it with the entire community? Ask your RA about opportunities to assist in community programming.

- **Residence Hall Association (RHA)** – The Residence Hall Association (RHA) is a programming and legislative board of Hall Government members and other student leaders who govern the University Apartments. The mission RHA is to make on-campus living more enjoyable for residents, to develop a sense of pride and community and to promote a healthy living environment for the residents. RHA strives to achieve these goals by providing large-scale educational and social programs, actively participating in community service, improving Housing facilities, representing student ideas and issues to the administration.
• **Become a RA** - If you have a 3.0 GPA, clean judicial record and think that you have what it takes to become an RA then you should ask about how to apply for a position. Residence Life is always on the lookout for outstanding leaders to join its family. The selection process and applications will begin early in the spring semester—be on the lookout for information or ask your RA!

**Communication with Residents**
Residence Life will communicate with residents through a number of sources including, but not limited to: RA announcements, fliers, bulletin boards, e-mail messages, voicemail messages, and Post Office Boxes. **Residents are responsible for information sent to their Mercer Mail Box and student e-mail account and are urged to check both daily.**

**Safety, Security, and Emergency Procedures**

**Emergencies**
In an emergency situation, dial (678) 547-6911 for immediate assistance. For non-emergencies, dial (678) 547-6358. In the event of a campus-wide emergency, the Vice President’s Office and Mercer Police will serve as campus command centers disseminating information to the entire campus community.

**Blue Light Emergency System**
Blue Light Emergency notification stations are strategically placed in several outside locations on campus. When activated, the system provides direct contact with the police dispatcher and immediate officer response.

**Campus Police (MERPO)**
The University Police are sworn law enforcement officers of the State of Georgia. The officers are available 24 hours a day, 365 days a year to assist all persons on campus. The police department offices are located around the corner from the Campus Bookstore & Auxiliary Services (bldg. 6 on the campus map).

**Campus Security Escort**
Campus Security Escorts are available to all university students, personnel, and visitors upon request. The service is provided day and night, year round. Call the University Police at (678) 547-6358 to request a Campus Security Escort or to receive more information concerning this service.

**Community Safety Precautions**
While we believe that our campus is a safe environment, crime can occur. The following precautions should be taken to help protect you against crime:
- Lock your apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Ask who is at the door before opening the door or yelling “come in.”
- Do not prop exterior doors.
- Keep your keys and Bear Card in your possession at all times. Do not loan your keys or Bear Card to anyone for any reason.
- Don’t walk alone, especially at night. Use the Campus Escort Service to travel around campus at night (to or from buildings and parking lots).
• Report any suspicious activity to the University Police immediately.
• Let your roommate know where you are going and when you will be returning.

**Dangerous Weather**
In the event of a tornado, residents may be instructed to evacuate from the perimeter of the building, away from glass, and off upper floors. Emergency locations for tornados are on the lowest floor away from glass and entrances. During extreme weather threats residents will be advised to review emergency plans, be alert for changing weather conditions, and be prepared to act.

**Fire Evacuation**
You should assume that any/all fire alarms are real. If you hear an alarm you should gather your keys and ID and exit the building immediately! You must obey the direction of all Mercer staff in an emergency. Residents should adhere to the following procedures any time the fire alarm sounds:
1. Close windows.
2. Turn overhead light ON.
3. Wear shoes and pick up a coat (if needed) when leaving.
4. Take keys and lock door.
5. Walk quickly and quietly to the nearest exit, as indicated on posted fire evacuation plans.
6. Wait at least 200 feet away from the building for instructions from a University Official.
7. Re-enter the building only when a University Official gives the all clear signal.

*Residents who are not in their rooms when the alarm sounds should proceed directly to the nearest exit. They should NOT return to their rooms.*

**Missing Student Policy**
If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:
• Phone call to student
• Email to student through Mercer email account (or other known e-mail addresses)
• Messages through social networking websites if possible
• Contact with all professors to determine last day of attendance in each class
• Contact with Resident Life staff (Graduate Hall Director/Resident Assistant) and roommate(s) if student is residential (Residence Life and/or Mercer Police will make a welfare entry into the student’s room).

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students Office or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.
If the student is not located through these measures and has been reported missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police:

(1) Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students for the particular college /campus in which the student is enrolled, the students’ academic advisor, the counseling staff, and health center staff.

(2) The Police and/or Dean of Students will make contact with the students emergency contact* and, for students under 18 years of age, a custodial parent or guardian.

The parent/guardian/emergency contact person may need to submit an official missing person report with the appropriate police agency prior to any further action taking place.

*Students are asked to register and continually update emergency contact information on My Mercer. In addition, students who reside in on-campus housing are provided an opportunity to identify an emergency contact individual during the contracting process. This person(s) will be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age, in which case a custodial parent or guardian will be notified as mandated by law.

Posting Policy
In an effort to effectively convey information of importance to the University community, while also maintaining aesthetically pleasing residential facilities free from litter, the following guidelines have been established for the posting of printed notices/publicity materials in all residential facilities. All notices/publicity materials must be approved and stamped by Campus & Residence Life (212 Sheffield Student Center).

- All public notices/publicity materials posted must be sponsored by a Residence Life staff member, a recognized student organization, and/or another Mercer University department.
- All public notices/publicity materials must be submitted for approval to the Office of Campus & Residence Life at least 72 business hours in advance of the event/activity.
- In order to avoid flyer overload due to the sheer number of requests for postings, the Office of Campus & Residence Life may not approve all requests. In general, the Office of Campus & Residence Life will approve all campus events and large scale community events that are open to all students (provided the public notices/publicity materials fulfill all other guidelines).
- Publicity materials targeted at specific people for events and not open to all students generally will not be posted with the exception of Residence Life floor/building community events.
- All public notices/publicity materials must clearly state the official name of the sponsoring organization(s) or individual(s) as well as the date, time and location of the event/activity; and a contact person’s name, phone number, and/or email address in case there are questions.
- No items may be placed on any doors, door frames, window glass, trees, sidewalks, railings, posts, columns or other painted surfaces of any residential facility without written permission from the Assistant Dean for Campus Life or his/her designee.
- Placing public notices/publicity materials on tables, counters, benches or other surfaces is prohibited.
- No door hangings or under-door solicitation is permitted (Residence Life approved events exempt).
- Distributing public notices/publicity materials on vehicles in parking lots or around the residential facilities is prohibited.
• Campaign signs are prohibited in the residential facilities.
• Public notices/publicity materials must be in good taste and respectful to all members of the Mercer community; a balance of free speech and community standards will be enforced; materials may not include inappropriate language or reference/promote alcoholic beverages or drinking.
• Public notices/publicity materials may not promote anything involving policy violations.
• Public notices/publicity materials must have proper English grammar and spelling.
• The Residence Life may determine the appropriate time, place, and manner in which a sign may be posted and may prohibit postings if guidelines are not followed.
• Postings (signs, posters, chalking, table tents, etc.) or any other promotional material not in accordance with the following guidelines will be removed immediately and could result in disciplinary action for the sponsoring organization and/or individual(s).

All approved materials will be posted by the Residence Life staff member within 48 hours of approval in designated posting areas. It is the responsibility of the Residence Life staff member to remove outdated or inappropriate materials posted in each of the residential facilities. Dated material will be removed within 48 hours of the specified event time. Undated material may remain up for a period of two weeks. Postings cannot cover more than 20% of the wall space and must be at least 1 inch from the ceiling. Masking tape, scotch tape, staples (on Bulletin Boards only), and push pins will be used for postings (duct tape is strictly prohibited).

Chalking can only be done between the University Apartments and the Library, in areas exposed to rainwater so that eventually the chalkings will be washed away. Chalking is not allowed on buildings or steps; under overhangs or covered walkways. Chalking must be at least 25 feet away from building entrances. Organizations are not allowed to use liquid chalk and/or any type of paint.

All postings outside of Mercer University’s residential facilities must be approved through the Campus Life Office. Organizations and individuals should seek approval from the Campus Life Office to post on the provided bulletin boards and/or kiosks.

***For the purposes of this policy, the terms "sign(s)", "public notices", and "publicity materials" shall include, but are not limited to, billboards, notices, table tents, flyers, placards, posters, banners, postcards, handbills and hand-held signs. "Posting" shall refer to any means used to display one or more signs.

Property/Renter’s Insurance
Mercer University does not carry insurance on student’s belongings, and is not responsible for damage to or theft of any personal property. The Office of Campus & Residence Life strongly encourages students to either (1) make arrangements with their parent’s or guardian’s homeowners insurance company to insure coverage for personal belongings, or (2) purchase separate renters insurance. For more information and further clarification, contact the Residence Life at (678) 547-6104 / 6823, or contact your Resident Assistant for a renter’s insurance brochure.
Residence Life Contracting Process

Eligibility
A resident in the University Apartments must be enrolled at Mercer University and maintain a minimum of 3 credit hours per semester. If contracting to remain for the entire summer semester you must be pre-registered for fall; partial summer residency ends in mid-July, with no requirement for pre-registered courses.

Contracting
The student must complete the online contract each academic year in the time period specified by Residence Life. Residence Life retains the right to assign or re-assign rooms at any time, and a student may be reassigned for health or medical considerations.

Returning Student Contracts
Each spring semester, currently enrolled students may re-contract for an apartment for the upcoming academic year. This process will be explained in further detail at the end of the fall semester. Anyone with questions regarding this process should contact Residence Life for clarifications.

- All Contracts - The Contract is a legally binding academic-year contract (Fall and Spring semesters and twelve months for one bedroom units). Residents entering the Residence Life system during the Fall semester are contracted for both Fall and Spring semesters; residents entering the Residence Life system during the Spring semester are contracted only for the Spring, with an option for summer. A new contract must be submitted for each academic year. If there is a discrepancy between the Residence Life Handbook and the Housing Contract, the Contract takes precedence.
  - English Language Institute (ELI) – Once the students has completed this program and wish to remain in the University Apartments an additional contract must be complete.

Summer Residency
To live on campus during the summer (and not already have a 12 month contract), students must submit a Summer Contract that will be made available online at the beginning of the spring semester. If you contract for a different unit, you will remain in your current unit until the new unit has become available.

Cancellation/Release of the Contract
A contract may only be cancelled without incurring a penalty during occupancy for the following reasons:
- Academic Requirements
- Withdrawal from the University
- Marriage
- Verified Homestay (ELI)
- Internship, co-op, or teaching requirement which necessitates other residence
- December graduation
- Suspension/dismissal for academic/conduct reasons from Mercer University (no refunds will be granted)
- Pregnancy
Contract “Buy-Out”
For reasons other than the approved conditions listed for contract release, a resident may request approval for a Contract Buy-Out. The student will be assessed up to 75% of the contract in addition to any other accrued charges/damages. Residents are strongly urged not to sign any off-campus agreements/leases prior to receiving written confirmation from Residence Life recognizing the cancellation of the Contract. Unless a request for contract cancellation has been approved, charges will be assessed as long as the student is enrolled at Mercer during the contract period even if the student has moved off campus. See Residency Requirements.

Room Condition Reports
At check-in, residents will receive a Room Condition Report (RCR) form to be looked over and returned to the Residence Life immediately (prior to receiving your keys). This form should be used to document the current condition of the room and its contents (furniture, carpet, windows, shelving, etc.). It is vital that residents carefully examine the room and make any necessary changes to the form, documenting any problems/damages found. The RCR form will be used at checkout to assess the condition of the room at that time. Any damages in the room/apartment/house that were not documented on the Room Condition Report at check-in will be considered ‘new’ damage and the student’s account will be charged for these items. After the initial submission of the RCR, during the course of the year, report all repairs and issues via MyMercer. Failure to submit an RCR may result in the student being charged for damages that may have been present upon move-in.

Room Changes and Consolidation
Students are allowed to make 1 room change but will be charged $100.00. Resident Assistants will work with students to mediate roommate problems. If roommate problems persist after mediation steps have been taken, the Graduate Hall Director will determine the need for a room change.
Students without roommates are in the consolidation process and must either choose a roommate, be prepared to accept a new roommate or accept a change of assignment. Any time a student is without a roommate, he/she must not enter the vacant roommate’s apartment or bathroom. The empty space must be kept ready for a new roommate to be assigned at any time. Common areas including shared bathrooms must also be kept clean and ready for use by newly assigned roommate. Charges may apply for violating this policy.

Involuntary Reassignment of Housing
Pending the outcome of a formal judicial proceeding, Residence Life reserves the right to reassign students to other locations or remove them outright from the University Apartments. The decision to reassign or remove a student shall be made by the Assistant Dean for Campus Life or his/her designee.

Keys
Room Keys
At check-in, a room key or set of keys will be issued. Loss of a key or failure to return a key at the appropriate time will result in a charge for a lock change (per core needing to be changed) and replacement keys. A damaged key will result in a replacement charge. No refund or cancellation of charges will be made after the lock is changed.
Lost Keys
Residents should report missing room keys to their RA, GHD or the Residence Life staff immediately. There is a per core charge for lock changes. **Residents are prohibited from copying Apartment keys. Report lost keys immediately** to the Residence Life during business hours and the RA on Duty after business hours. If you have lost your Bear Card you should report it to Auxiliary Services at (678) 547-6144 or during non-business hours, MERPO at (678) 547-6358.

Lock Outs
Residents locked out of their room/apartment during business hours, 8:30am-5:00pm, should go to the Residence Life office for assistance. There is a lock out charge for each lockout that will be charged to the student account. If the lockout occurs after business hours, during the weekend, or on a holiday, please call the RA on duty for assistance. Identification will be required.

**Entry into Student Rooms**
Approved Mercer officials may enter university apartments for inspection at any reasonable time for several reasons, including but not limited to:

- **Health & Safety Inspections** - Resident Assistants may conduct monthly room inspections. During this time, the RAs will check for maintenance concerns, cleanliness, and adherence to Residence Life rules and regulations.
- **Probable Suspicion** - A resident’s personal property is subject to an exhaustive search if reasonable suspicion exists that the room or items in the room are being used for purposes that are illegal or would seriously interfere with the health of residents, the safety of residents, or community order within the building. If such a search is deemed necessary, a professional Residence Life Staff member will be contacted to approve and/or conduct (or appoint an appropriate designee) the search and all items in violation may be confiscated.
- **Plain View Searches** - If a Mercer University official or Residence Life Staff member notices an illegal item in plain sight or a violation within a resident’s space the item may be confiscated. An incident report may also be filed depending on the nature of the violation.
- **Confiscations** - If an item is found that is a violation of University policies then it may be confiscated by a University official and held until a discipline meeting can be arranged. At which time the item may or may not be given back with the understanding that if it is returned to the student that it must leave Mercer University campus immediately. This includes, but is not limited to, the removal and discarding of alcohol and/or empty alcohol containers and **Hookahs**; the confiscation of illegal pets which are turned over to the Humane Society or Animal Control; the removal and discarding of candles; the removal of unauthorized appliances which are donated to area shelters; and the confiscation of weapons and/or illegal substances which are turned over to the University Police.
- **Maintenance and Repair Work** - Any maintenance requests that are submitted by the resident, Residence Life Staff, etc., will require that a worker enter to make the necessary repairs. Workers may also enter if a problem in another space impacts your space or vice versa. Any violations encountered will result in notification of the appropriate central office staff member.
- **Emergency Conditions** - A staff member may enter a resident’s space during a fire alarm or threatening weather to make sure that all residents have vacated a given space.
- **Closing Inspections** - See pages 14-15 for closing procedures.
When entering a resident’s room, a University representative should follow the following procedures:

- Knock loudly, identify themselves, their position, and ask to be admitted to the room. In the absence of a response, the University official must knock again and indicate loudly that he/she is "keying into" / "entering" the room.
- The representative may sometimes have another staff member present when entering a resident’s space.

**Closing Procedures**

**Fall Semester**
The occupancy term ends on December 16, 2016. If you are graduating or withdrawing and/or will not return during the spring term, you must check-out/vacate your apartment by this date. Contact Residence Life if you are not returning. **All other students see below.**

**Spring Semester** (non 12 month contract residents/ not continuing through summer)
Residents are expected to vacate their apartment within 24 hours of their last exam unless they are participating in Graduation ceremonies. Residents should sign up for a checkout appointment during the designated time. At the time of checkout, the RA will conduct a preliminary inspection of the apartment using the Room Condition Report completed at check-in to determine if damages exist and/or the room is clean. A professional staff member will conduct a more thorough inspection after the resident’s departure to ensure that all damages have been identified and properly charged. Additional charges may be assessed following this inspection for damages to the room/apartment, failure to return room keys, and/or improper check out.

**Express Check Out**
If a resident chooses not to sign up for a regularly scheduled checkout time with a RA then the resident has the option to sign an Express Check Out envelope and turn in his/her keys without the benefit of having a RA present to conduct a formal checkout and without the ability to appeal charges.
- The RA provides a checkout envelope for the resident with an explanation of the express check out process or the resident gets an envelope from Residence Life. This includes following all posted/delivered checkout/cleaning instructions. **If you use express check out, you waive your right to appeal to ANY damage, cleaning, or other charges assessed to you associated with the checkout process.**
- The student must complete the instructions on the envelope, insert the key(s) into and seal it.
- Completed envelopes must be delivered to the RA, Residence Life drop box or MERPO.
- Upon departure, the Resident Assistant will assess damages by completing the checkout portion of the RCR as if the resident were present. The RA will include the Express Checkout envelope when returning the RCR, key(s), and any charges.

**Checkout Inspections**
All residents must sign up for checkout online within the specified deadline. All residents must clean their rooms thoroughly and remove all personal property. See the **Cleaning Checklist** provided by the Residence Life staff for a clear description of the cleaning expectations. Residents must properly dispose of trash and unwanted personal property in the dumpster nearest the building. An RA will go through the residential space (with or without the resident present) and note on the residents’ Room Condition Report (RCR) any
issues that may result in a charge(s). The RA and resident (if present) sign the RCR form. The RA collects the key(s) from the resident.

**Express Checkout** the resident fills out and signs an Express checkout envelope, inserts the key, seals the envelope and drops the signed, sealed Express Checkout Envelope into the **24-hour drop box** located outside the Residence Life Office or MERPO. If you use express check out, you waive your right to appeal to ANY damage, cleaning, or other charges assessed to you associated with the checkout process.

**Improper Check Out**
- Failure to sign up for checkout appointment.
  - Results in Express checkout
- Failure to be ready to checkout during your checkout appointment.
  - Results in Express checkout
- Failure to return key(s) to a Residence Life staff member or through an Express Checkout Envelope process *(i.e. leaving keys on desk/table in room, or giving keys to roommate).*
- Failure to wait until a RA is available to check you out, for the time you specified in your appointment.
- Failure to checkout before contract termination, fees apply.
- Failure to follow the posted/provided checkout procedures provided by the Residence Life staff members.

**Abandoned Property**
After checking out or the vacating of a resident space (properly or improperly), personal property left in any residential facility will be immediately removed and discarded (or donated). Only *items deemed to be left accidentally will be tagged, labeled and stored for a fee for 30 days after the check-out date.* Items not claimed within 30 days will be discarded or donated.

**Maintenance and Housekeeping**
Residence Life works very closely with the Physical Plant Staff and the National Housekeeping Staff. The Physical Plant and Housekeeping Staffs work Monday through Friday. Housekeepers leave campus by 3:00 pm.

**Maintenance Requests and Work Order Procedures**
After initial submission of the Room Condition Report (RCR), Work orders can be submitted in these ways:
1. Submit request on-line at: MyMercer.
2. Call/Contact
   - RA on Duty (number posted in building/area) or MERPO – for emergencies after hours.
A member of the maintenance staff will visit your apartment as soon as possible to evaluate and fix the problem. Normally repairs will be made during regular office hours from 8:00am—5:00pm. After business hours, please go to MyMercer *(unless an emergency)* or inform the RA on duty of the maintenance concern. Reporting maintenance concerns is the resident’s responsibility and failure to do so in a timely manner may result in further damages and therefore, charges for the repair may be placed on the resident’s account. Follow-up with Residence Life if your request is not completed.
Garbage Disposals
Instructions for safe and proper use of a garbage disposal:

- Food to be disposed of should be placed in the disposal while the disposal is OFF
- Turn ON the cold water
- Turn ON the garbage disposal (switch located on the wall beside the sink)
- Listen while the food clears the disposal – you can hear when it is clear
- Turn OFF the disposal
- Continue to run the water 15 to 30 seconds more to flush the pipe
- Turn the water OFF

Improper use of garbage disposals can be dangerous. Keep your hands far from moving part. Always run water while using the disposal.

Mold and Mildew
Humidity in Georgia is often high which encourages the growth of mold and mildew. Mildew is a fungus that produces spores that grow and spread easily through the air. These spores can cause allergic reactions and other health issues. Mold and mildew grow in areas that are dark and moist.

The following are suggestions for preventing and treating mold and mildew:

- The key to prevention is to keep everything clean, well lit and dry.
- Hang up damp towels and clothes to dry completely.
- Leave the bathroom door and shower curtain open to allow the walls to dry after showering.
- Select cleaning products specifically designed to treat/prevent mold and mildew.
- A weak solution of bleach and water can also be effective in cleaning mold and mildew. NEVER mix bleach and ammonia, as this creates dangerous fumes.
- Most shower curtains can be cleaned in a washing machine with bleach, detergent and warm water.

Trash Removal
Residents should dispose of all trash in dumpsters located in the parking areas. Failure to do so may result in a charge.

- **Large item pick-up:** Items too large for the dumpsters (i.e. sofas, chairs, mattresses, etc.) will be hauled away at no charge if you leave them beside the dumpster.
- **Hazardous materials:** Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local / DeKalb County dump station.
- **Syringe Disposal:** Students should not place exposed hypodermic needles directly into trash containers. You can dispose of your needles at the Student Health Center.

Water Leaks
Leaks in faucets, toilet tanks, and other plumbing equipment uses more water, fuel and labor bills and can ruin costly fixtures. Please report leaks to Residence Life as soon as possible. Failure to report problems can lead to mold and mildew and possible charges to residents.

Windows/Screens
If a window and/or screen is in need of repair, the residents should report maintenance concerns.
Permitted & Prohibited Items
Appliances with open heating coils are prohibited as are deep fat fryers. Space heaters with exposed heating coils are not allowed. Students should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (i.e. paper, curtains, clothes, etc.). Illegal and prohibited items will be confiscated and may be returned to the student during a judicial hearing, or the item(s) may be disposed of appropriately.

Extension cords/Multi-Plug Adapters:
- Only UL approved three-prong grounded extension cords are permitted.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip is allowed per double outlet.

Rewiring of student rooms by non-university employees is not permitted. Neither Residence Life nor the University is responsible for any damage to electrical equipment (computers, TVs, modems, phones, etc.) caused by power surges or lightning. We encourage residents to purchase renter’s insurance if their belongings are not covered under their parent or guardian’s homeowner’s insurance.

Permitted Items
Microwaves (<15 amps)
Refrigerators (up to 5 cu. Feet)
Iron (must bring/use ironing board)
Stereo (w/ headphones)
TV/VCR/DVD Player/Recorder
Coffee Makers
Hair Dryers
Game Systems/Consoles
Computers/Laptops
Desk Lamps
Crock Pots
Fish Tank (10 gallons or less)

Prohibited Items
Electric Heaters
Halogen Lights/Lamps
Neon Lights
Microwaves (>15 amps)
Sun Lamps
Chest Freezers
Portable Dish/Clothes Washer
Charcoal or Gas Grills
Fire Pits
Fryers (indoor & outdoor)
Plug-in Air Fresheners
Fish Tanks (Over 10 gallons)
Waterbeds

Permitted Items in Apartment Kitchens ONLY
Sandwich Makers
George Foreman Grills
Toaster Ovens

Services and Information
Cable Service
The Auxiliary Services Office has contracted with COMCAST Cable to provide the Apartments with cable. Problems with cable services should be reported to Residence Life via maintenance request.

Interruption of Services
There may be times when services (water, electricity, phone, Ethernet connection, cable, etc.) are interrupted to perform needed repairs and/or preventative maintenance. Whenever
possible, advance notice of such outages will be communicated via fliers, email, and/or voicemail messages. In certain situations (severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

**Laundry**

Laundry facilities are provided by Auxiliary Services for resident use. All machines are coin operated. All machines are also equipped with Bear Card readers. For quickest service please report any laundry equipment issues to our vendor Caldwell & Gregory at 1-800-927-9274. **In all washers ONLY use liquid detergent**, using power detergent is prohibited and may result charges for repair.

**Parking**

Residents are reminded that they must obtain a new resident parking decal *each year*. All automobiles, scooters, and motorcycles that are parked on campus must have a parking decal. Decals are distributed by Residence Life and may be picked up in 212 Sheffield Student Center. Failure to do so may result in a ticket.

**Pest Control**

The Residence Life contracts with Terminex, an off-campus company for *weekly* pest control services. Residents can, and are encouraged to assist in the effort to control pests by keeping apartments clean; keeping food in sealed containers; and keeping doors/windows closed. When a continual or severe pest problem arises, residents should contact Residence Life via maintenance request to report the problem.

**Phone Service**

Effective 7/01/2013 local land line telephone service is no longer included in the resident’s lease package. For service contact auxiliary services at 678-547-6144

**Post Office**

All residents are assigned a mailbox through the Residence Life upon arrival which should be checked on a regular, daily basis. The Residence Life considers this P.O. Box your official mailing address. Upon delivery packages will be scanned and an email sent to your Mercer email, packages are to be picked up at the Mail and Document Center. Mail should be addressed as follows:

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Student’s Name
3001 Mercer University Drive
Building # - Room #
Atlanta, GA 30341
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**Rules & Regulations**

*(Residence Life reserves the right to add additional policies as deemed necessary for the safety and care of the residents and facilities.)*

Residents are responsible for abiding by all University policies including, but not limited to, the Mercer Student Code of Conduct, the Contract, and the following Rules and Regulations. These regulations are designed to promote and maintain an atmosphere
conducive to community living, and to inform students of their general responsibilities within the apartments. All residents are responsible for knowing and adhering to these rules and regulations. **Residents are responsible and will be held accountable for their behavior and the behavior of their guests at all times.**

Any resident who violates a Residence Life policy will be subject to disciplinary action through the judicial process. The process is designed to afford students basic rights of due process and to ensure all infractions are dealt with fairly and consistently. Anyone (student, guest, or University Official) may report a violation. Residence Life infractions may be referred to the Assistant Dean for Campus Life, the Housing Coordinator, the Graduate Hall Director, or one of the Resident Assistants. In the event that a student is involved in a major violation of the Mercer University Student Code of Conduct or has a previous disciplinary history, the case may be referred directly to the Assistant Dean for Campus Life.

Residents are encouraged to read carefully all Residence Life rules and regulations as well as the Mercer University Student Code of Conduct. If you have questions regarding a specific policy or the Judicial Process in general, please contact your Resident Assistant or the Assistant Dean for Campus Life.

**Residence Life rule violations are considered contract violations and may be handled separately from Code of Conduct violations.** However, Residence Life retains the right to forward violations they consider serious and/or repeat offenders to the University Judicial Office at any point. Furthermore, records of offenses and sanctions that result from Residence Life violations are kept in Residence Life and not considered record. However, they may be utilized as background information during a student’s judicial case.

**Housing Handbook Rules and Regulations**

1. **Alcohol/Alcohol Paraphernalia**
   a. Any violation of local, state, and federal laws pertaining to the possession and use of alcoholic beverages is prohibited on campus.
   b. The possession and consumption of alcoholic beverages on Mercer campuses is prohibited.
   c. Alcohol related promotion items are prohibited in all apartments. This includes, but is not limited to: empty or decorative alcohol containers (cans, bottles, etc), posters, collectables, etc. Devices designed for the rapid consumption of alcohol (beer bongs, kegs, funnels, etc.) are prohibited and subject to confiscation. Common source containers such as kegs, pony kegs, party balls, etc. are prohibited in all residential facilities.
   d. Being under the influence of alcohol, un-prescribed medication, or any other substance which negatively affects the welfare of the student and/or the university community is prohibited.

2. **Animals/Pets**
   a. All animals except fish are prohibited in all residential facilities.
      a. **The University permits Service/Therapy Animals**
         i. Must be approved by ACCESS and Accommodations prior to move-in
ii. Resident will be responsible for all charges that may occur as a result of the animal residing in the University Apartments.

b. Fish tanks larger than 10 gallons are prohibited in all residential facilities.
c. Feeding or leaving food outside the buildings for animals is prohibited.
d. Harassing, injuring, or killing animals on campus (i.e. squirrels, rabbits, turtles, birds, etc.) is prohibited.

3. **Antennas/Satellite Dishes/Wireless Routers**
   a. External antennas, dishes, or receivers of any type are prohibited in all residential facilities.
   b. Wireless routers are prohibited in all apartments and will be subject to confiscation. Reference:
      [http://it.mercer.edu/student/internet_network/it_access_and_use_policy.htm](http://it.mercer.edu/student/internet_network/it_access_and_use_policy.htm)

4. **Assisting and Condoning** – For the purposes of Residence Life, assisting and condoning (with regards to policy violations) is strictly prohibited. Assisting and Condoning is defined as being associated with or present during the commission of an act or acts by another that constitutes a violation of university policy, as the student’s behavior constitutes permission and/or condoning the violation(s) (students should not passively remain in the presence of policy violations).

5. **Balconies/Ledges/Railings/Roof**
   a. Sitting, standing on, climbing, or hanging from a balcony, ledge, railing, or roof is prohibited.
   b. Clothing, bikes, banners, or signs should not be hung or displayed from balconies, railings, roofs, and/or windows.

6. **Bicycles/Motorcycles/Skateboards**
   a. Storing bicycles in any residential facility is prohibited.
   b. Locking bicycles to anything other than the provided racks is prohibited.
   c. Motorcycles and/or motorized vehicles are not permitted within 10 yards of the buildings.
   d. Skateboards, scooters, and/or rollerblades are not to be ridden inside the buildings or on the walkways.

7. **Candles/Incense/Dangerous Materials**
   a. All open flames, embers, and/or fuels including, but not limited to: candles, candle warmers, potpourri pots, etc., are strictly prohibited in all apartments.
   b. The burning and/or possession of incense is not permitted in any apartments.
   c. Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, etc.) or other dangerous substances is prohibited in all apartments.

8. **Cleanliness/Trash/Litter**
   a. Failure to maintain a sanitary, healthy and safe living space is prohibited. Items such as piled dirty clothing, open and/or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.), trash and bothersome odors emanating from such issues compose serious health hazards to the community and are prohibited.
b. Failure to place trash in the designated recycling bins/dumpsters is prohibited. **Trash may not be left in hallways, common areas, and/or breezeways.**
c. Littering in any form on University grounds is prohibited. This includes, but is not limited to, cigarette butts, paper, cans, bottles, etc.
d. Any odor or aroma of such intensity that it becomes apparent and is offensive to others is unacceptable. This includes, but is not limited to perfume, air fresheners, or dirty laundry.

9. **Cohabitation** — For the purpose of Residence Life, cohabitation is strictly prohibited and defined as: the housing of an unauthorized individual in the resident’s apartment for more than 2 nights in a 30 day period or the sharing of a housing space at any time by individuals who do not reside in the apartment. Overnight guests are only permitted with the consent of the roommate(s).

10. **Cooperation with University Officials** – University Officials including but are not limited to University Police, Faculty/Staff, Custodial/Maintenance Workers, and Residence Life staff members.
   a. Students are required to carry their Bear Cards with them at all times. Failure to produce photo identification to University Officials is prohibited.
   b. Providing false information, withholding information, or providing misleading information to a University Official is prohibited.
   c. Impersonating a University Official is prohibited.
   d. Acting on behalf of another person, group, or the University without authorization or prior consent is prohibited.
   e. Failing to respond to written correspondence or email from a University Official is prohibited.
   f. Failing to follow the instructions of a University Official is prohibited.

11. **Decorations** – Residents are encouraged to decorate their living space in a manner that will be pleasing to them. **However, all decorations must be removed at checkout.** Modifications must be approved and all items in the apartment must be free standing. The following are some guidelines that should be considered:
   a. Hanging items from the ceilings is strictly prohibited.
   b. Cement/Concrete blocks are not permitted in any residential facility.
   c. Hanging curtains on anything but tension rods in the window frames is prohibited.
   d. Dartboards and/or archery equipment are prohibited in all residential facilities.
   e. Lofts are prohibited in all apartments.
   f. Modifying wiring (electrical/cable/telephone/Ethernet), the ceiling, walls, doors, windows, plumbing, and/or closet doors is prohibited.
   g. Staples, decals, stickers, contact paper, wall anchors, etc. are prohibited for affixing items to walls, furniture or ceilings in all apartments.
   h. Cut trees (i.e. Christmas Trees) are not permitted in any residential facility.
   i. Non UL-approved electrical lights (including string lights) are not permitted in any apartment.

12. **Disorderly Conduct**
   a. The intimidation, harassment, verbal or physical abuse of any individual is prohibited.
b. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property, or is otherwise an impediment to the maintenance of order is prohibited.

13. Door Propping – Propping doors is prohibited with the exception of resident doors.

14. Drugs/Drug Paraphernalia
   a. The possession, consumption, and/or intent to sell, transport, deliver, distribute, exchange, or manufacture illegal drugs; or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision is prohibited and strictly enforced.
   b. Inappropriate use of prescription drugs is prohibited.
   c. All paraphernalia including, but not limited to: bongs, pipes, hookahs, roach clips, rolling papers, cannabis posters, etc. are prohibited in all residential facilities.

15. Elevators (2902 Building)
   a. Tampering with or vandalizing elevators is prohibited.
   b. The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.

16. Endangerment
   a. Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited.
   b. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

17. Fire Safety/Equipment
   a. The setting of a fire and/or the activation of a false fire alarm is strictly prohibited.
   b. Refusal to vacate or returning to the building before a University Official’s approval is not permitted.
   c. Tampering with fire safety equipment (fire extinguishers, smoke detectors, exit signs, pull stations, fire panels, fire evacuation stickers, fire doors, etc.) is strictly prohibited.
   d. Improper use of emergency exits, phones, and alarms is strictly prohibited.
   e. Hanging items from sprinkler heads is strictly prohibited.
   f. Placing items/belongings in hallways/pathways or in front of exits is strictly prohibited.
   g. Failure to maintain proper cleanliness in the living space to allow a safe outlet in case of an emergency is prohibited.

18. Fireworks and Explosive Devices – The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all residential facilities.

19. Furniture - Removing University provided furniture from any residential facility is prohibited. Contact Residence Life prior to move-in for removal fees and restrictions.

20. Gambling/Student Businesses
   a. Gambling and/or the running of a business out of any residential facility is prohibited.
b. Solicitation within any residential facility is prohibited. This applies to outside solicitors (i.e. magazine sales) as well as invited solicitors (i.e. Mary Kay, Avon, and other ‘sales’ programs).

21. Grills/Fire Pits – The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, fire pits, smokers, etc. are strictly prohibited in all residential facilities or in breezeways. University approved grills must be used at least fifteen feet away from any campus building/structure.

22. Hall Sports
   a. The playing of sports in any area inside any residential facility is prohibited. This includes, but is not limited to hallways, rooms, lounges, stairwells, or other common areas.
   b. Running is prohibited in all residential facilities.
   c. The bouncing, throwing, kicking, etc. of balls (and/or other objects) is not permitted in any residential facilities.
   d. Wrestling and other forms of “horseplay” are prohibited in all residential facilities.

23. Harassment – Threatening and/or abusive behavior will not be tolerated nor permitted; this includes, but is not limited to sexual, racial, or religious harassment; intimidation; hazing; stalking; prank and/or unwanted telephone calls, text messages, instant messages, emails, etc.; invasion of privacy; or any other behavior that creates a hostile living environment.

24. Keys
   a. Borrowing or loaning keys and/or Bear Card to anyone is prohibited.
   b. Duplication of Mercer University keys is prohibited.
   c. Unauthorized possession of keys is prohibited.
   d. **Excessive lockouts are prohibited and considered irresponsibility with keys.**
   e. Residents are responsible for carrying their keys and Bear Card at all times; failure to carry keys and Bear Card is prohibited.

25. Lamps/Lighting/Electrical Cords
   a. The use or possession of halogen or lava lamps in any residential facilities is strictly prohibited.
   b. Black/colored light bulbs are prohibited in university provided sockets.
   c. Replacing Residence Life issued light bulbs with higher wattage bulbs is prohibited.
   d. Removal or replacement of hallway/breezeway lights is prohibited.
   e. Unattended UL approved string lights is prohibited.
   f. Covering lights with any item, including, but not limited to: cloths, blankets, flags, paper, etc., is prohibited.
   g. Use and/or possession of non-UL approved extension/electrical cords is prohibited.
   h. Use and/or possession of multiple plugs, multiple plug adapters or converters, or plug-in air fresheners are prohibited.

26. Locks/Doors
   a. Tampering with locks in any way that interferes with the use of keys or prevents the locking/unlocking of doors is prohibited.
b. Adding, changing or replacing locks to any doors in any residential facility, is prohibited.
c. Slide locks and chain locks are strictly prohibited.
d. Failure to close an already propped door is prohibited.
e. Tampering with card scanners or using another's card to try to enter any residential facility is strictly prohibited.

27. Pranks – Pranks which result in disturbances or distress to others, or cause damage to University or personal property, are prohibited.

28. Projectiles
   a. Throwing any object or trash from/toward windows, ledges, roofs, balconies, or within courtyards is prohibited.
   b. The use of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons, or other related items is prohibited.

29. Quiet/Courtesy Hours – Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member at any time. During exams, 24-hour quiet hours will be enforced.
   a. Loud talking, music, or other disruptive activities in apartments, courtyards, balconies, lounges, stairwells, or lobby areas is prohibited.
   b. Stereos, radios, TVs, and other sound systems or amplifying equipment heard outside the resident's room is prohibited.
   c. Practicing musical instruments in the residential facilities is prohibited.

30. Smoking – Mercer University prohibits smoking in all campus buildings including all residential facilities and may result in fines and immediate termination of the contract without refund.
   a. Smoking is prohibited within twenty five feet of any Mercer owned or managed facility including all residential facilities.
   b. Improper disposal of cigarette or cigar butts is prohibited.

31. Stairwells
   a. The blocking of stairwells, hallways, exit ramps, etc. is prohibited; this includes trash, boxes, bicycles, etc.
   b. Loitering on/in the stairwells, hallways, exit ramps, etc is prohibited.

32. “Tailgating” (Improper access to a residential facility)
   a. Following an individual unescorted into any residential facility in which he/she does not live is prohibited.
   b. Allowing an unescorted individual to follow you into any residential facility in which he/she does not live is prohibited.

33. Theft/Unauthorized Use of Property or Services – Theft and/or possession of stolen property, including but not limited to, government issued street signs, safety cones, hazard barriers, and/or lounge furniture is prohibited.

34. Trespassing
a. Individuals who are not authorized, licensed, or invited to enter residential facilities are prohibited.
b. Solicitation in residential facilities is prohibited.
c. Knowingly hosting an individual who has been issued a trespass notice is prohibited.

35. Unauthorized Use of Facilities
a. Entering into any housing facility that you are not authorized to be in is prohibited.
b. University building roofs and exterior walls are considered restricted University property and access to students is strictly prohibited.

36. Vandalism/Damages
a. The destruction, defacement, damage, or misuse of university or private property is strictly prohibited. This includes common area damage.
b. Failure to report a maintenance concern in any residential facility or common area that results in unnecessary damage is considered vandalism and is prohibited.

37. Visitation/Guests – Overnight guests are only permitted with the consent of the roommate(s).
a. Visits exceeding 48 hours in any 30-day period is prohibited.
b. Failure to properly escort guests at all times is prohibited.

38. Weapons
a. The display, possession, use and/or intent to use weapons (including guns, BB guns, pellet guns, water guns, cross bows, brass knuckles, sling shots, knives, martial arts weapons, etc.), fireworks, or explosive devices are strictly prohibited on campus and/or in any residential housing facility.
b. Ammunition is prohibited from being stored in any residential facility.

39. Windows/Screen
a. The removal of screens from windows in any residential facility is prohibited, as well as the failure to report screen damage/dislocation.
b. Any action that may cause damage to the window or screen is prohibited.
c. The use of windows as an entrance or exit to any residential facility is prohibited, except in the case of a fire/emergency.
d. Objects such as, but not limited to, signs, neon signs, pictures, banners, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the unit in time of emergency.
e. The propelling, throwing, or dropping of items out of a window at any time or for any reason is prohibited.
f. Any attachments outside room windows are prohibited unless approved in advance by the Director of Residence Life or his/her designee.

40. Unauthorized Room Changes – Changing rooms without the approval and proper documentation from a Residence Life staff member is prohibited.

41. Unauthorized use of Vacancies/Vacant Bed – If a student is without a roommate, he/she must keep the vacant side of the room clean and clear of any personal items. Failure to properly maintain a vacant space is prohibited.
Possible Fees and/or Sanctions

Please know that this list is not a complete list of possible fees and sanctions. Violation of any Residence Life Handbook policy may result in judicial action and is subject to further disciplinary action, fines and sanctions. All fees/fines and sanctions are subject to change.

Animals/Pets

- Residents found in violation of this policy will be charged a minimum of $150 per day of violation.
- The resident will be responsible for all costs incurred in the removal of the animal and/or any costs association with the possession of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.).
- Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately.
- Violations of the pet policy may also result in an immediate room change or removal/eviction from University Housing.
  a. The University permits Service/Therapy Animals
     i. Must be approved by ACCESS and Accommodations prior to move-in
     ii. Resident will be responsible for all charges that may occur as a result of the animal residing in the University Apartments.

Bicycles/Motorcycles/Skateboards – If a bicycle on bike racks is not claimed by the end of the spring semester, it may be considered abandoned, removed and turned over to the University Police for auction.

Candles/Incense – A charge per candle/incense will be assessed and the items confiscated. Any candles/incense found, regardless of whether they have been burned or not, wick or no wick will be confiscated and may be thrown away.

Cleanliness/Trash/Litter

- A charge may be assessed per bag of trash found in unauthorized areas (this includes bags of personal trash found in common area trash cans and in hallways).
- A sanitation charge may be assessed on a daily basis if the housing facility is not cleaned within 24 hours of an unsatisfactory Health and Safety Inspection rating.
- A trash charge will be assessed for each incident of littering.

Cement/Cinder Blocks – There will be a charge per block found in any residential facility.

Collective Liability – Residents in all residential facilities are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for use of all students living in an apartment, wing or floor. Charges for damages (trash, littering, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be $5 per resident.

Drugs/Drug Paraphernalia

- Violators are subject to Contract termination and removal from University Apartments.
- University and criminal charges may be filed.
Illegal substances and paraphernalia will be confiscated by a University official and/or turned over to Mercer Police.

Fire Safety/Equipment
- The inappropriate discharge of a fire extinguisher will result in a $200 charge plus refilling costs.
- Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc) will result in up to $300 in fines and disciplinary action and/or criminal charges.
- Improper use of an emergency exit will result in a $100 charge.
- Improper use of emergency phones and alarms in elevators will result in a $100 charge.
- Violation of the Fire Safety/Equipment policy may result in an immediate room change or removal/eviction from the University Apartments.

Keys – Unauthorized possession of keys will result in confiscation of the keys and possible restriction of the individual from the building.

Locks/Doors
- Propping doors will result in a fine.
- Residents with consistently propped doors (buildings, hallways, or common areas) may be disciplined as a group.

Quiet/Courtesy Hours – A minimum fine of $25 will be assessed if found in violation of quiet/courtesy hours during exam week.

Smoking
- A minimum charge of $300 will be assessed if evidence of smoking if found in any residential facility for each incident.
- A minimum charge of $100 will be assessed if a resident if found smoking less than 25 feet away from any residential facility, including but not limited breezeways.
- Residents who improperly dispose of cigarette or cigar butts will be charged a minimum of $25 for a littering fee.
- Violators are subject to Contract termination and removal from University Apartments

Unauthorized Room Changes – an improper room change not approved by a Residence Life staff member may result in a minimum $200 charge and/or disciplinary action.

Windows/Screens
- Removing or vandalism of a window screen may result in a minimum $50 charge.
- Replacement of damaged or missing screens will be an additional expense to the resident.
The Residence Life reserves the right to make changes to all policies, procedures and fees. In the event of a conflict, the official online version of the Residence Life Handbook takes precedence over any other version.

Residence Life Staff
212 Sheffield Student Center
AND
Building 2904- Apartment 108

Richard Stilley, Asst. Dean for Campus Life
(678) 547-6823

Tangela Mitchell, Housing Coordinator
(678) 547-6104

Live-in Staff
Jason Gaines, RA
2900 Building / 306A ext. 8594

Jonathan Brown, RA
2902 Building / 222A ext. 8923

Shatel Francis, RA
2902 Building / 431A ext. 8979

TBD, GHD
2902 Building / 433A ext. 8982

Noah Still, RA
2904 Building / 314A ext. 8544