Welcome Home!

We are excited that you are living on-campus here at Stetson University! Living on campus is an important part of your holistic Stetson educational experience. The residential experience enables you to live and interact with a wide variety of people from different backgrounds providing unlimited opportunities for learning. Living in a room or apartment within one of our residential facilities with a roommate(s) uniquely prepares you for living in a community and working with others regardless of your future career path.

The following guide is to assist in creating and supporting welcoming, safe, and inclusive residential communities that promote student success. It is important to note that we view our residents as adults and expect that they treat each other, university staff, and university property appropriately. This guide is designed to complement and support the Code of Community Standards. It is for all residential students in Residential Living & Learning operated buildings/assigned spaces. Please read over this guide carefully as it will outline the policies and procedures that directly affect you as a residential student. Please do not hesitate to contact us if you have any questions or need assistance.

I hope you have a great year and Go Hatters!

Larry R. Correll-Hughes, PhD
Assistant Vice President of Campus Life and Student Success & Executive Director of Residential Living & Learning

Residential Living & Learning
Located in University Hall
M-F: 8:00 am – 4:30 pm
reslife@stetson.edu
Stetson.edu/housing
Residential Living & Learning (RL&L) employs student and professional staff who are specifically trained to assist residents in different areas. If residents have an issue, have questions, or need assistance, they should reach out to the appropriate staff person starting at the student, who might be more familiar with their individual situation.

Resident Assistant (RA) is a trained student staff member who is assigned to a specific floor or building and have responsibilities in leadership, community building, programming, mediation, general administration, and building/resident safety. The RAs are an integral member of the RL&L team and utilize leadership and customer service skills as they assist residents on a daily basis.

Community Advocate (CA) is a student leader within the Stetson Community who commits an average of 5 hours a week to theme-based housing initiatives such as attending/partnering with RAs, other CAs, staff and faculty advisors to put on programs, provide passive educational opportunities and/or engage in community-building activities to create inclusive and dynamic communities. Their goals are to help advance the theme and academic goals of the community.

Residential Education Graduate Intern (GI) The Graduate Intern’s primary responsibility is to assist the Associate Director of Residential Education in theme-based housing initiatives and administration of all residence education activities, programs, and operations.

Residential Life Coordinator (RLC) is a full time live-in professional staff member who possesses a Master’s degree and is responsible for administering a residential program for an area of residence halls or apartment communities of approximately 300-600 residents. Their responsibilities include supervision, student development, and housing functions in an effort to provide a residential environment reflective of the University's values. The RLC directly supervises approximately 10-20 undergraduate staff members (RAs). The RLC also coordinates and participates in departmental initiatives including, but not limited, to staff recruitment and training, programming building and area events, housing operations, technology, fraternity and sorority involvement; participates in the campus’ after hours on-call duty rotation; serve as liaisons with staff members from a variety of offices and academic departments; and assists with other departmental committees and initiatives as assigned.

**RLC Supervising Areas**

<table>
<thead>
<tr>
<th>West</th>
<th>Chaudoin, Emily, and University Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Carson, Hollis, Gordis, Smith, and Nemec Halls</td>
</tr>
<tr>
<td>Central</td>
<td>Houses 1 – 7, Houses A – F, and Conrad Hall</td>
</tr>
<tr>
<td>Apartments</td>
<td>Hatter Hall, University Village, Stetson Cove, Stetson Palms, Stetson Oaks, Plymouth Apartments, and Community Catalyst Houses</td>
</tr>
</tbody>
</table>

Associate Director of Residential Education (ADRE) is a full time live-in professional staff member who is responsible for the supervision of the Residential Life Coordinators (RLCs) as well as providing vision and direction for the main functions of the residential education programs operated by the department in line with the University’s values. The ADRE is responsible for the development and promotion of department efforts to promote student learning and academic success. The ADRE has primary oversight for the residential theme-based communities and developing a comprehensive program that complements the academic curriculum. Additionally, the ADRE is responsible for the coordination of RA Training, RA
Recruitment, health, and safety room inspections and serving on/chairing departmental and divisional committees.

**Office Assistant (OA)** is a student staff member who serves as a receptionist and is responsible for assisting students and parents who call or enter the main Residential Living & Learning Office during business hours Monday through Friday. They also serve as the frontline response to most inquiries coming into the office by visitors or phone calls. The OAs provides administrative support to their supervisor and other personnel in the office.

**Office Manager/Administrative Specialist (OM)** is a full-time professional who is responsible for assisting with the administration and customer service of the department. This OM supports the department in daily operations, budget management, communications, and management of all front office operations and supervision of the OA staff.

**Coordinator of Assignment Processes and Communications (CAPC)** is a full-time professional staff member who is responsible for coordinating the administrative processes related to assignments and communications. The CAPC supports the department on housing assignments, billing, access control, reviewing and updating policies regarding housing operations, opening and closing procedures, and assists with departmental and university data systems.

**Associate Director of Housing Operations and Administrative Services (ADHOAS)** is a full-time professional staff member who is responsible for providing vision and direction to RLCs and other department staff in the area of housing operations. The ADHOAS is responsible for the supervision of the Administrative Specialist, Coordinator of Assignment Processes and Communications, and the following main departmental functions: occupancy management, billing, housing changes, marketing related to occupancy, overseeing operational processes such as access management (keys/card systems, etc.), and serving on/chairing departmental and divisional committees. Additionally, the ADHOAS is responsible for coordinating hall opening/closings, room selection and break housing.

**Executive Director of Residential Living & Learning (ED)** is responsible for the overall direction and management of all aspects of Residential Living & Learning. The Executive Director provides overall leadership and direction to a comprehensive residence hall program, which includes fiscal, operational, and programmatic management. The ED is also responsible for the overall supervision and guidance of the residence life staff and programs. The ED supervises and supports the Associate Directors.

### Housing Procedures & Policies A-Z

#### Abandoned Property and Storage
Residents are responsible for removing and appropriately discarding personal belongings from their assigned rooms or apartment. Any personal items remaining in rooms/apartments after checkout will be removed, donated, recycled or disposed of as necessary at the student's expense. Residents will have 48 hours to remove all belongings unless otherwise notified. RL&L is not responsible for storing or shipping the abandoned property. Students who continue to occupy any assigned space either by remaining there personally or by leaving personal belongings may be charged for continued occupancy until the assigned space is officially vacated by going through the check-out process. A pro-rated daily storage fee equivalent to the daily rate of the assignment may be applied at the discretion of the Executive Director or their designee in cases where a student is unable to remove their belongings in a reasonable amount of time.
The RL&L staff will dispose of unlabeled or abandoned property in kitchens within 24 hours. Abandon property in laundry rooms will be disposed on a weekly basis. Abandoned items found common community spaces will be disposed of within reasonable notice to the community.

**Accommodations**

Residential Living & Learning is committed to providing a healthy, inclusive and safe environment that supports the growth and development of all students. We recognize that some residential environments and configurations may not be completely accessible to all students. Therefore, students may request consideration for their housing assignment in order to have equal access to the residential experience. To help make certain each student receives an appropriate housing assignment, the following process has been developed in collaboration with other campus offices to review all requests for housing accommodations.

1. The student completes the Request for Housing Accommodations form - along with the **required** supporting documentation - on their home page of Housing Central. Supporting documentation must include the completed Health Care Provider (HCP) form included in the Accommodations form. Upon receipt of the completed information, the Associate Director of Housing Operations and Administrative Services may schedule a personal interview to clarify and understand the needs of the student.

2. The Associate Director of Housing Operations and Administrative Services will review each request and the supporting documentation provided and render a decision about the request. Given the nature of the accommodation request, other university offices (Academic Success, Counseling Services, or Student Health Services) may be consulted to identify the appropriate plan to meet the needs of the student.

To review the Accommodation Request, the following items will be taken into considerations:

- **Documentation:** Has the student provided adequate documentation? Was the Health Care Provider form completed correctly? Does the documentation clearly articulate the need for this housing accommodation with supporting information? Residential Living & Learning reserves the right to ask for additional documentation if the initial documentation does not provide a clear enough explanation for the request.

- **Timeline:** Was the request made prior to the priority deadline? To best serve the student requesting an accommodation, it is important that all requests are received by the established housing deadline (e.g., prior to room selection for returning students, and prior to June 1 (for the fall semester) or November 1 (for the spring semester) for new students. Any requests received after that deadline will be considered, however, may not be able to be honored. Approved of the request after the priority deadline will be dependent on space availability.

- **Need vs. Preference:** Determination of reasonable accommodation is based on the supporting documentation. Students often submit additional information outlining housing preferences. Placement is determined primarily on demonstrated need. Whenever possible, some preferences may be considered, but not guaranteed.

- **Roommate Preference:** Although consideration for accommodation is for the individual submitting the request, Residential Living and Learning attempts to honor one roommate preference when appropriate for each student. This may not be possible if requests are
submitted after the priority dates and/or space is not available in the final assignment of the student.

3. The student will be notified of the decision via their Stetson email account. If the decision is to grant the request, communication may include the specific housing assignment. Otherwise, the specific assignment will be released with all room assignments. The assignment will be determined based on the student's need. Please keep in mind that there is no guarantee that any student will be placed in a specific residence hall or room. If the decision is to deny the request, all attempts will be made to explain why a request was denied in order to keep the student informed.

4. Students who are approved for accommodations are eligible for a room rate reduction based on the lowest room rate that is attributed to the building assigned for each semester in the designated assignment, except in the case of emotional support animals because students who are approved for an ESA are not restricted from living in any of our residential facilities.

5. Given the variety of housing options available on campus, the vast majority of requests for medically-related and most psychological accommodations can be reasonably addressed on campus and are not typically considered as grounds for an exemption to the University Residency Requirement.

**Alcohol**
The University Alcohol policy will be strictly enforced as outlined in the Code of Community Standards. In addition, students who are assigned to the First Year area (Carson/Hollis, Gordis, Nemec, or Smith Halls) are not permitted to have alcohol or alcohol containers of any kind in their room regardless of age. This community is “Designated Dry.”

**Animals**
Our campus has four animal categories; pets, emotional support/companion, service dogs in training, and service animals. Each of these categories is defined uniquely, serves different functions in on-campus housing, and may have different rules and regulations. Students who are interested in having any type of animal on campus should review the Animal-Friendly Housing Guide.

**Approved Pets Residential Living & Learning defines approved campus animals to include:**
- Fish (permitted in all halls - no larger than 10-gallon size tank);
- Small caged animal (rabbits, hamsters, gerbils, chinchillas, guinea pigs, rats, mice, hedgehogs);
- Cats; and
- Dogs (certain dog breeds and sizes only).

**The following animals will not be eligible for approval:**
- Amphibians
- Reptiles
- Ferrets
- Birds
- Dogs that do not meet weight and breed restrictions

Residents must utilize the appropriate approval process and follow all published application deadlines for all animals with the exception of fish. **Fish** do not require approval before coming to campus. However, fish
bowls and tanks cannot exceed 10 gallons in size and must be kept clean at all times. Fish must not be left unattended over extended university breaks.

Residents who desire to bring an animal as a pet to campus must apply through Housing Central and receive approval before the animal is allowed on campus. Once approved, students must renew their applications on an annual basis. Please keep in mind there are a limited number of spaces available for pets so it is important that students maintain an awareness of established deadlines when renewing animal applications from year to year as required.

Service Animals in Training: Residents must successfully complete one semester at Stetson in good academic standing to participate in the University’s designated service animal training programs. Students must apply directly through RL&L. In addition, the animal to be trained must be provided by one of the campus-approved agencies.

Residents residing in Animal-Friendly facilities with an approved and registered animal (University Hall, Stetson Cove, and University Village Apartments – building 300) must adhere to policies and procedures outlined in the Animal-Friendly Housing Guide and University Animal Policy. Students are responsible for following the procedures in order to be considered for approval and students may be held responsible for violations through the Community Standard process.

No animal should be brought to campus without prior approval in writing from RL&L.

- Animal owners who fail to complete the application process and bring their animal on campus will be subject to a $500 fine and may be deemed ineligible to have an approved animal for a period of time.

- Residents are not permitted to have short term visiting pets or animal(s) in ANY residential facilities. This prohibition includes any animals used for any academic related projects or pet sitting. Family members who may visit are not approved to enter any residential facility with an animal, Residents who have guests with unapproved animals will be subject to a $100 fine and the animal’s immediate removal. Repeated violations will result in escalating additional fines. Failure to remove the animal immediately may result in additional fines.

Residents who may have a need for an emotional support/comfort/companion animal must complete the Request for Accommodations Application on their home page of Housing Central (priority deadlines apply). Service animals that have been trained to perform tasks related to a student’s disability are welcome in our buildings. Students with service animals are not required to register with us but students are asked to inform RL&L as soon as possible so we can best accommodate you and your animal in the residential facilities.

Guests Visiting Campus: Residents are responsible to inform their guest of the University Animal Policy that prohibits bringing certain animals to campus or into buildings when visiting. Any resident or guest found to have a non-approved animal in any residential building, including in Animal-Friendly facilities, will be required to remove the animal immediately. The resident will be held responsible for this situation and will be subject to the $100 fine.

**Cameras within the Residential Facilities**

As part of the University’s ongoing efforts to increase security in our residential facilities, the University has strategically placed cameras at the entrances, stairwells, and exteriors of many of our residential facilities. The cameras are positioned so that entrances are clearly visible, but it is not possible to see inside student rooms or community bathrooms. These cameras are not actively monitored, but provide an...
additional layer of security and are only viewable by Public Safety and approved professional personnel. This is part of a multi-year strategic plan with our partners in Public Safety and Information Technology to increase coverage of security cameras across campus.

**Census Bureau Representatives In Residential Facilities**
Occasionally, the representatives from the U.S. Census Bureau will contact Residential Living and Learning to conduct a census survey. Addresses are selected at random, and if your room/apartment/building is selected, the University and residents must comply. The Associate Director for Housing Operations and Administrative Services will coordinate with the agent(s) who will come to the building for the census survey. Rooms will be randomly selected, and the agent will need to speak to residents in those rooms. According to University policy and FERPA regulations, directory information is available for the agent to request.

**Check-In/Check-Out Procedures**
Each resident will be assigned to a specific space within a room or apartment.

**Check-in Procedures:**
1. Upon arrival, assigned residents will need to present their Stetson or government-issued photo ID for verification of identity.
2. Residents will receive a room key(s) to access their individual bedroom and/or apartment (where applicable). Key and ID security is a critical part of maintaining a safer residential environment.
3. Room Condition Reports (RCRs) should be completed to verify the condition of the living space at check-in and are kept on file for the duration of a resident’s stay. The resident is responsible for verifying the condition noting any pre-existing damages in their space within 24 hours of their move in. To complete the Room Condition Report, residents will be instructed to go to their home page of Housing Central and complete the electronic form.
4. By accepting a room key(s), residents agree to follow the policies laid out in this document, as well as other campus policies including the Code of Community Standards.
5. After Hours Check-in Procedures: If residents arrive to campus outside of the RL&L posted business hours, they are instructed to contact the RA on Duty for the area in which they are assigned.

**Check-out Procedures:**
1. Residents are required to attend their closing community meeting if they are checking out at the end of the semester.
2. All residents are expected to complete all check-out expectations prior to departure:
   a. Defrost and clean your mini-fridge for easy travel
   b. All personal belongings and furniture must be completely removed from the building
   c. Return furniture to the original layout and de-loft beds (Return all loft kit pieces)
   d. Lights off and thermostat set appropriately
   e. Shut & lock windows and raise blinds half way
3. Residents will pre-schedule a closing check-out time with their RA to review the condition of the room and note any new damages or cleaning needed.
4. Residents will return keys and submit closing paperwork, etc. during their check out time to the RA. All belongings must be completely removed before this check-out appointment.
5. A charge will be placed on the student account for all keys that are not returned at checkout and will continue until the student returns the assigned key(s)
6. Failure to complete any of the above steps may result in improper check-out fee, including leaving without checking out with an RA, excessive rescheduling or departing after the halls closing without a pre-approved late stay.

7. Should a resident choose to leave their housing assignment and not participate in a check-out with an RA, damages may be assessed during final damage assessment and charged to their student account. In such situations, residents waive their right to appeal any damage billing.

8. If a student is checking out during the semester, they should check out with their RA or the RA on Duty if possible. If the student is leaving during the day, the student should return their keys to the Residential Living & Learning Office in University Hall. Keys should always be turned in to an RL&L staff member before leaving campus.

Cleaning
Residents are responsible for removing trash and recyclable items regularly. Residents are also responsible for maintaining satisfactory health and life safety standards and cleaning their own rooms, suites and all areas (i.e. kitchens, bathrooms, and living rooms) within apartments, including all furniture, fixtures, appliances and areas not routinely cleaned by maintenance personnel.

During the academic year, all community bathrooms are serviced by our janitorial staff. Due to students getting ready for classes, staff will generally wait until 10:00 a.m. each weekday to begin their cleaning routines. However, over the weekends, the janitorial staff attempt to clean beginning at 8:00 a.m.

Students who reside in suite-styled housing are responsible for cleaning their bathrooms throughout the semester. Janitorial staff will clean the suite bathrooms during the Winter Break period.

All student living in apartments are responsible for the cleaning of these areas throughout the academic year.

When a student checks out of an assignment, the remaining resident(s) can expect the janitorial staff to clean the vacant space in preparation for the new resident.

Community Reporting
Residents are expected to report unacceptable behavior to an RL&L staff member and/or Public Safety. In instances where residents feel comfortable to address their peers (e.g. noise, roommate conflict, property damage), we encourage all community members to play an active role in alleviating the concern. Residents may contact the RA on Duty should they feel uncomfortable to address the concern or should the concern persist after making their own efforts. Residents can contact their RLC (during business hours) should a problem not reach a solution after taking the above steps.

Damage Assessment
Damage done to university property may be charged to individual residents, residents assigned to a particular room/suite/apartment, or to the overall community. All building residents will equally share financial responsibility for any damages in stairwells, corridors, floor or building lounges, or common or public bathrooms if the individual(s) responsible cannot be determined.

Students are encouraged to immediately report to RL&L staff any damage to their floor, hall or apartment. If it is determined that the damage can be attributed to an individual, the student will be billed and a report will be submitted for consideration for a violation of Community Standards. If it cannot be determined who is responsible, the cost of repair will be charged to the appropriate group of students – the floor, the building, the organization, etc.
When damage billing occurs, students will receive notification of the damages that have been assessed and charges will be placed on their student accounts. During the academic year, residents have 10 business days to appeal once they are notified of the charges. Appeals must be submitted through the Housing Central website and will then be heard by the Associate Director of Housing Operations and Administrative Services or selected designee. Decisions will typically be communicated back to the student within two weeks of receipt of the appeal. Damage billing communicated at the end of semester follows the same procedure, except deadlines are extended to the anticipated volume. Appeal deadlines will be communicated along with decision timelines with the closing information distributed to each student several weeks prior to the end of the semester.

**Decorating Your Living Space**

Room personalization and holiday decorations must comply with regulations governing fire and electrical safety in the residence halls. Residents are not permitted to modify structurally or to authorize or order the structural modification of their room, flat, suite, apartment or any other part of any building. This includes, but is not limited to, the application of wallpaper, adhesive paper, or paneling, the changing of fixtures, etc. Residents may not alter, disable, replace or install locks or other security devices.

- Posting items that target specific individuals in a harmful, harassing, or intimidating manner is not permitted.
- Residents will be asked to remove any items, i.e. signs, posters, flags, etc., that are posted on the exterior room door or can be seen from outside the building.
- Non-university provided curtains are only permitted in RL&L operated buildings if marked flame retardant with a factory label (UL listed as flame retardant).
- Residents may not hang any items on or within a two (2) foot diameter of a sprinkler head or within two (2) feet of the ceiling. Items may not cover light fixtures and/or fire/smoke detectors.
- Any item(s), which creates a fire, safety, or health hazard, will not be permitted, including excessive furniture.
- Residents should use removable adhesives such as command strips or painter’s blue tape for posters, pictures, etc.; use of nails or tape that makes marks on the paint is prohibited.
- No items are permitted to be mounted on to the wall, ceiling, or floor (i.e., televisions, exercise equipment, shelving, etc.)
- Permanent or semi-permanent painting, contact/wallpaper, and the installation of flooring is prohibited.
- Decorative Lighting: String and rope lighting (LED and UL approved) are limited up to 3 interconnections with a length of 150 feet maximum to limit the amount of heat produced. Residents are required to turn decorative lighting off if they are not present or awake.
- Extensions cords are not permitted. Surge protectors are allowed.
- Students should guard against overloading electrical outlets. Only one surge protector should be plugged into one outlet.
- Electrical cords are only permitted to cross the top of the doorway and not on the floor.
- Rooms and corridors should have a clear, unobstructed path of egress (exit).
- No personal items should be in the corridors, stairwells, safe rooms, or other public areas.
- No more than 10% of the area of room doors or corridors may be covered with decorations. Room numbers and nameplates must remain uncovered.
- Students may not elevate their bed or other furniture using cinder blocks, plastic bed risers, or similar devices.
Please see the “Prohibited Items” section of the *Guide to Residential Living*.

**Emergency Situations**
For the most up to date information on emergencies, residents are strongly encouraged to sign up for the Hatter Alerts via [http://www.stetson.edu/other/hatter-alert/](http://www.stetson.edu/other/hatter-alert/). Students should also download the Stetson Safety app via [https://www.stetson.edu/administration/public-safety/stetson-safety-app.php](https://www.stetson.edu/administration/public-safety/stetson-safety-app.php).

**Fire & Life Safety**
Fire safety in a residence hall or apartment is everyone's responsibility. Because there are items that have a propensity to cause fires or present a safety concern in residential environments, university policies limit the usage or prohibit certain items. It is important that everyone not only follow fire safety procedures but report all violations or fire hazards to the Resident Assistant or Residential Life Coordinator immediately.

**False Fire Alarms**
Actions or negligence leading to the sounding of a fire alarm will result in disciplinary action, a fine, and payment for repair of damages (whether alarm results from food left burning on the stove, discharge from a fire extinguisher, or malicious pulling of an alarm).

**Fire Evacuation**
**RESIDENTS MUST EVACUATE DURING ANY FIRE ALARM.** Fire evacuation procedures are posted on each floor for residents’ safety. Each resident is responsible for familiarizing themselves with the evacuation route for their residential areas. If there is a fire, residents should stay low to the floor to avoid smoke and toxic gases. In the case of a fire, follow these instructions:

- Stay calm.
- Check your door/door handle before opening it. If it is hot, do not open. If the door is cool and your path is clear to the exit, leave the building as soon as possible, closing the door behind you.
- If you cannot leave your room, sheets and towels placed at the base of the door will help keep smoke out of the room. Signal for firefighters by hanging a sheet or blanket out of a window or use a flashlight, then stay low.
- Bring your keys, wear a jacket and shoes.
- Take a large bath towel (to cover your face in the event of intense heat and/or dense smoke).
- Close your room windows.
- Leave the ceiling light on.
- Leave your room door closed, but unlocked.

If you suspect or see a fire in the residential facilities, you should:
- Pull the closest fire alarm as you exit the building.
- Exit the building immediately based on the nearest evacuation route. Do not put yourself or others at risk.
- Call 911 for the DeLand Fire Department.
- Stay away from the area immediately surrounding the building once out of the facility. Proceed to the designated areas listed below. Do not reenter the building until the Fire Department has cleared the scene.
Evacuation Locations (in case of fire or fire drill)

<table>
<thead>
<tr>
<th>BUILDING(S)</th>
<th>DESIGNATED EVACUATION MEETING AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson/Hollis Halls, Conrad Hall, Houses 1-7</td>
<td>Front Entrance of Sage Hall</td>
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<tr>
<td>Chaudoin Hall</td>
<td>Carlton Union Building (CUB) Front Porch</td>
</tr>
<tr>
<td>Catalyst Houses</td>
<td>Catalyst House 245 (245 E Michigan Ave)</td>
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<tr>
<td></td>
<td>Cross E Michigan Avenue and head towards the Gillespie Museum</td>
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<tr>
<td>Catalyst House 205 (205 E University)</td>
<td>Cross E University Avenue and head towards the parking lot behind Health Services</td>
</tr>
<tr>
<td>Catalyst House 220 (220 E University)</td>
<td>Cross E University Ave and head towards the north side of the street on E University Avenue</td>
</tr>
<tr>
<td>Emily Hall</td>
<td>Towards Rinker Field</td>
</tr>
<tr>
<td>Houses A, B, and C</td>
<td>Cross E Oakdale Avenue towards Parking Lot/Grass</td>
</tr>
<tr>
<td>Houses D, E, and F</td>
<td>Cross Fraternity Circle towards the grass pit</td>
</tr>
<tr>
<td>Gordis and Smith Halls</td>
<td>Cross Minnesota Avenue and head towards the Athletic Training Facility fields</td>
</tr>
<tr>
<td>Nemec Hall and Hatter Hall</td>
<td>Cross Arizona Avenue and head towards Smith/Gordis Halls</td>
</tr>
<tr>
<td>Plymouth Apartments</td>
<td>Cross E Plymouth towards sidewalk on SE Corner</td>
</tr>
<tr>
<td>Stetson Cove</td>
<td>Cross Pennsylvania Avenue to a grassy area</td>
</tr>
<tr>
<td>Stetson Oaks</td>
<td>Cross E Stetson Avenue and heads toward field next to Amelia Avenue</td>
</tr>
<tr>
<td>Stetson Palms</td>
<td>Cross E Stetson Avenue and head towards the parking lot</td>
</tr>
<tr>
<td>University Village Apartments</td>
<td>Bldgs. 100, 400, and 500 cross E Michigan Avenue and Bldgs. 200 and 300 cross Ohio Avenue towards the parking lot</td>
</tr>
<tr>
<td>University Hall</td>
<td>Towards N Palmetto Ct (building rear, back alley)</td>
</tr>
</tbody>
</table>

Fire Extinguishers

- Extinguishers provided in RL&L buildings can extinguish most types of fires. To use remember “PASS” and to stand at least 8-10 feet away from the fire so the force of the spray does not spread any burning materials. Pull the Pin, Aim the nozzle at the base of the fire, Squeeze the handle, Sweep back and forth. If you are not sure you can put out the fire, evacuate the building and let the fire department handle it.
- Violations of the Code of Community Standards can occur by tampering with fire safety equipment including detectors, extinguishers, pull stations, etc.

Additional Fire & Life Safety Information:

- Fire drills will be held throughout the year and should be treated seriously.
- A chirping noise coming from your smoke detector indicates that your battery is low, contact an RA or Facilities Management by submitting a SchoolDude work request for a replacement immediately.
• Intentionally or unintentionally igniting a fire or any actions that result in fire or smoke is prohibited. Residents not following these policies may be referred to the Office of Community Standards, which may result in immediate removal from housing.
• Candles, incense, and or any other devices that produce/use an open flame are prohibited in any RL&L operated building.
• The University is not responsible for an animal during a fire alarm, fire drill, natural disaster, or other emergencies. University personnel is not responsible to provide care or food for any animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

**Furnishings**
The University provides each resident with a bed, mattress, desk and chair, drawer space, hanging clothes space, and in some cases, bookshelves. Residents are responsible for maintaining the condition of the furnishings in their room and in any common areas such as lounges and lobbies. Residents are permitted to arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at checkout, within certain guidelines below:
• All University furniture **must remain in the room** and be reset to check-in configuration upon check-out
• Any furniture that is not supplied by the university must be fire resistant. A permanent manufacture’s label must be affixed to every item of personal furniture.
• Any furniture intended for indoor use is not permitted outside.
• Furniture must not block access to doors and windows.
• Furniture in the common areas is provided for the use of all residents and is not to be moved from the common spaces.
• Personal mattresses are not permitted unless approved. Waterbeds or water mattresses are not permitted.
• Any structure which has a function of serving alcohol (stores alcohol containers, mix drinks, and/or is used to serve, i.e. bar) is prohibited in any RL&L operated building. University staff will be responsible for determining whether a structure is bar-based on the condition in which it has been found. Anyone found in violation of this policy will be required to remove the structure.

**Loft Kits**
Many buildings have beds which can be raised or lofted without additional parts. In buildings where these beds are not available, residents may loft their beds with university approved loft kits. Loft kits will be available at the start of the academic year on a first-come-first-served basis. **Guard rails are available on a first-come-first-served basis. Students who desire a guard rail are instructed to submit a School Dude request and the facilities staff will provide a guard rail as soon as possible.**

No third-party rental, personally owned, or constructed lofts will be allowed. Residents lofting beds accept responsibility in ensuring they are set up correctly and safely. Residents are responsible for disassembling the loft kit when they move out of the room and returning the loft kit to the designated area and bed to the original configuration. Residents who leave their loft kits assembled, beds raised or beds disassembled will have a $25 de-loft fee applied to their student account.
Grills and Fire Pits
Residents are only permitted to use campus grills and fire pits installed by the University. No other grills or fire pits (charcoal or propane) from other sources are allowed. Grills, fire pits, charcoal, lighter fluid, propane, or gasoline cans may not be stored inside a university operated building or on-campus. Students must supply their own charcoal for each use and discard any remaining unused charcoal once done. Only Matchlight Brand Charcoal (or generic) pre-treated charcoal for instant lighting is permitted; this charcoal can be purchased at the campus store in the Carlton Union Building or major retailers in DeLand. Lighter fluid and gasoline are not allowed due to the high explosive risk. Grills should not be left unattended while in use. Use appropriate long-handled utensils when grilling and secure any loose clothing or hair away from flames or hot coals. Grill grates must be cleaned before and after each use. Students must submit a request to have used charcoal or ashes removed through their School Dude account.

Guest Policy
A guest is any person who accompanies a resident within or around the residential community and/or into any residential facility where they are not assigned. Family members visiting residents and alumni visiting a fraternity or sorority chapter room/house are considered to be guests of the residents.

Responsibility for Guests
Residents are considered ‘hosts’ and are responsible for the behavior of their guest(s) and are required to escort them within the residential facilities at all times. This includes, but is not limited to: meeting their guest at the door, walking to the host’s room, walking their guest out of the building, or any other time the guest may need to walk around the building. Residents are prohibited from giving their keys and/or ID card to guests to use in order to gain entry to a residential facility. Hosts are also obligated to inform their non-student guests of all university and Residential Living & Learning policies, including the policies related to animals. Non-student guests are subject to the same policies and procedures as are students. Guests should carry a current and valid photo identification card with them at all times and able to furnish them upon request. Guests may be required to leave if their behavior is deemed inappropriate by university staff. Residents may have guests at any time provided that there is no unreasonable interference with the rights of a roommate or suitemate.

Overnight Guests
Guests are permitted to stay overnight in a resident’s room up to, but no more than three (3) nights per calendar month. All roommates must mutually agree to have overnight guests in the room. Overnight guests must be age 16 or older. Stetson students are considered "overnight guests" if they stay in any room other than where they are assigned.

Room/Apartment Occupancy Limits
Residents are allowed to host a maximum number of guests based on the designed occupancy of the space and the path of egress. A resident may have double the resident occupancy of guests in all RL&L residence halls and apartments (e.g. a maximum of 4-people in a 2-person shared room in Gordis or 8-people in a 4-person apartment in Stetson Oaks). Houses 1-7 and A-F should refer to posted regulations in each building in regards to common spaces/chapter room occupancy.

Health and Safety Inspections
Residents are expected to maintain satisfactory health and life safety standards for the overall cleanliness of both their assigned rooms and floor/apartments where they reside (including all furniture, fixtures,
appliances, and areas not routinely cleaned by maintenance personnel). Excessive garbage, unclean rooms, and any behaviors which contribute to health concerns are not acceptable. Facilities Management staff are scheduled to regularly clean community bathrooms throughout the academic year. Residents are responsible for regular cleaning of the apartment and suite-style bathrooms, which may also be cleaned by Facilities Management staff during the winter break.

To assist residents with maintaining a clean-living environment, RL&L staff will conduct multiple health and safety inspections during the year (generally around fall, winter, and spring breaks); advance notice will be given whenever possible. Residents are encouraged to be present for the inspection; however, it is not a requirement. If residents are not present for the inspection, they will be notified when the inspection is completed and of any needed follow up if necessary. Visible policy violations will be documented and notable facilities issues will be addressed.

**Indoor Sports**

Due to concerns for injuries or damage to facilities, engaging in sports within any RL&L operated building is prohibited. “Sports” include, but are not limited to, any use of sporting equipment including balls, bats, bikes, boards, frisbees, racquets, and other objects, as well as racing, wrestling, or other sporting activity.

**Internet (WI-Fi and Ethernet)**

Stetson University has partnered with Apogee to provide new high-speed internet service and 24/7 support for all student residents! (Apogee is a cutting-edge, leading provider of data and video services specific to over 400 colleges and universities.)

All residential buildings now have a new Wi-Fi infrastructure and an updated network design separate from the Stetson academic/administrative network. Students will need to register their devices to gain access to the network. The new network will more than double the existing speed available per device to 50 mbps.

**My ResNet Login information:**

1. On campus in a Residence Hall or Apartment:
   > Choose the network named “MyResNet”
   > Open a browser. You will be re-directed to the MyResNet splash page.
   > Select “Click Here to Continue.”
   > Select “Create an account” Or “Sign-Up”
2. If you are not currently on campus in a residence hall:
   > Go to myresnet.com
   > Select “Sign-Up.”
3. Fill in your information.
4. Select Faculty/Staff Account
5. Select “Add devices.”
6. Select your device and input MAC address. You will need to do this for each of your devices.
7. Restart device.
8. Connect to the fastest Wi-Fi speeds ever seen at Stetson in a residence hall—50mbps per device!

If students need any help registering or connecting their devices, a support representative is available 24 hours a day to assist them.

- Call MyResNet support at 855-371-5064
Keys/Lockouts/Access Cards

Building security is a critical part of maintaining a safer residential environment. Residents are encouraged to keep their rooms/apartment doors locked and their keys with them at all times. Keys are provided to assigned residents only and residents are responsible for all keys and access cards issued to them. Elevator keys and other access devices for accommodations are also provided and follow the same procedures as keys. Residents are prohibited from lending or giving their keys and/or access card to other individuals. Lost, stolen or damaged keys or access cards must be reported immediately and will necessitate the replacement of the lock(s), key(s) or access card(s), the cost of which is charged to the resident.

Reproducing any University-issued key is strictly prohibited. Students who are found responsible for this action may be referred for judicial sanctioning through the Office of Community Standards.

To report a lost key:

1. During normal business hours (Monday through Friday, 8:00 AM to 4:30 PM), residents should contact the RL&L main office in University Hall. A work order for a lock change and new keys will be initiated by RL&L staff. Once the work has been completed, the University locksmith will typically leave a note on the room door to alert the residents that the lock has been changed. The resident who loses a key(s) is responsible for notifying their roommate(s) that the lock will be changed.
2. Once the lock has been changed, the University locksmith will deliver the new keys to the RL&L office in University Hall. RL&L staff will contact the resident who reported the lost key(s) to let them know the new keys are ready to be picked up during normal business hours. If a resident is unable to complete their key swap during the normal business hours, the resident can contact the RA on Duty to gain temporary access to the room until the next business day.
3. The resident who lost their key(s) will be charged for changing the lock and issuing new keys. The maximum charge for lost residential keys is $75.

To report a lockout:

- If a resident is locked out during business hours (8:00 AM – 4:30 PM, Monday-Friday), residents must go to the RL&L office in University Hall to obtain a temporary key which must be returned to the office by 4:30 PM, unless an extension has been approved and communicated at the receipt of temp key. Residents must provide a picture ID to RL&L staff to confirm identity prior to gaining access to space. If the student is unable to provide ID, the RL&L staff will ask a series of questions to verify the student’s identity.
- If a resident is locked out after business hours or on a weekend, the resident should contact the RA on Duty for the building/area. Once again, residents must provide a picture ID to RL&L staff to confirm identity prior to gaining access to space.

As a courtesy, each resident is permitted three (3) lockouts per academic year without any penalty. A $25 charge will be placed on each student's account on the fourth lockout and all lockouts thereafter. Residents with excessive lock-outs may be referred to the Office of Community Standards.

Your Hatter ID card is your Stetson University identification card, activity card, debit card, meal card, library card, and access card. Stetson University allows you to create your Hatter ID online by uploading a photo of your choice.
If the access card is lost:

- During University business hours, residents should go to the One Stop Card Office located in Marshall and Vera Lea Rinker Welcome Center, for a replacement as soon as possible. There is a charge for a replacement card.
- After business hours or on the weekend, residents should contact the RA on Duty for temporary access.

**Kitchens**

Community kitchens are open for use by all residents of that building. Residents are responsible for maintaining the cleanliness of these areas and are expected to remove personal items as well as clean surface areas and equipment after use. Housekeeping staff will regularly check the area and do basic cleaning but are not expected to clean personal items. Dishes, pots, and pans should be cleaned and put away immediately. **Dirty dishes, pots, and pans left in the kitchen will be disposed of by university staff without notice or compensation.**

Residents **must** label their individual items stored in the common refrigerator or cabinets and dispose of them on or before expiration dates. It is not assumed that there is sufficient cabinet or refrigerator space for all residents of the building and therefore residents are advised to keep their appliances, cooking implements and food in their room. Stetson University is not liable for any food or items left in the kitchen. Abuse of these policies by a resident(s) may result in loss of access to the kitchen by the building for a period of time or other sanctions through the community standards process.

**Apartment kitchens should be cleaned regularly by the residents of the apartment.** University staff is not responsible for cleaning apartment kitchens. If residents are unsure as to how to use any of the appliances provided, they should contact their RA.

**All residents are responsible for reviewing and following any posted policies/procedures in the kitchen.**

**Kitchen Safety:**

- Do not start cooking and then leave the stove unattended (i.e. leaving the room/apt, working on a computer, TV in another room, doing laundry, taking shower, etc.).
- Turn the vent hood or exhaust fan on when you start cooking, and off when you are done. High-temperature cooking in a skillet is discouraged due to the propensity to create smoke.
- Keep curtains, towels, paper towels, and potholders away from hot surfaces.
- Store solvents, cooking oil and cleaners away from heat sources.
- Make sure pot and pan handles on the stove are not sticking out into walkway area near the stove.
- Do not cook while wearing sleeves that can hang down onto the burner, and use caution with long hair.
- Make sure that stove burners do not have food or grease build-up. This can start a fire!
- Be extra careful when cooking with grease. Grease fires should be smothered by putting the lid on the pan - not by throwing water in the grease.
- Do not overcook foods.
- If materials inside the oven ignite, KEEP THE OVEN DOOR CLOSED. Turn off the oven immediately and then Call Public Safety!

**Microwave Safety:**
• Plug the microwave directly into the wall outlet, never use a power strip.
• Use only cooking dishes that are safe for the microwave. Metal utensils and utensils with metal trim are not safe to use unless specifically recommended by the manufacturer. Twisty-ties contain metal wires and should be removed from wrappers before placing in the microwave.
• Open/remove covers or plastic wrap away from the face to avoid steam burns.
• Never heat containers with small openings (e.g. syrup bottles).
• Pierce nonporous skins or membranes of foods to prevent steam buildup and bursting.
• Stir liquids before heating them to avoid eruptions when containers are removed from the microwave.
• Avoid using the popcorn button, only use the time indicated in preparation instructions on the packaging.

If you accidentally trigger a smoke detector and there is no fire, please contact Public Safety immediately at 386-822-7300, identifying yourself, your location and that the smoke detector is sounding. To clear any smoke from the room or apartment, immediately open all windows if possible and turn on any fans.

**Laundry**

There are laundry facilities in each of our residential facilities and are free for residents to use. The washing machines are high efficiency machines which use less detergent and less water and fit in perfectly with our focus on sustainability at Stetson. The washers work best with minimal detergent such as the pods or only about 2 tablespoons of liquid detergent.

LaundryView is a service that allows you to see the availability of your machines in your designated laundry room in real time and get handy LaundryView® Text Alert notifications when your laundry is done.

To see your laundry room in real time, visit [www.laundryview.com/stetson](http://www.laundryview.com/stetson) on your PC or laptop or go to [m.laundryview.com/stetson](http://m.laundryview.com/stetson) on your smartphone to check the status of washers and dryers before taking a trip to the laundry room.

You can also scan the QR code on the LaundryView® poster in your laundry room to go directly to that laundry room on your smartphone.

Students are encouraged to remove their laundry from the machines within 15 minutes of the end of the wash/dry cycle. Students who waiting on use of the machine have the right to remove the laundry from the machine and place it on the top of the unit being used.

If you encounter a machine that is not working, you can always report it easily by using the CSC ServiceWorks Service Request App available for free download in the AppStore or Google Play and simply scan the barcode on the machine. If you have any ongoing issues, always feel free to contact me the RL&L Office by calling 386.822.7201 or via email at reslife@stetson.edu.

**Abandoned Laundry:**

All clothing left in the laundry room at the end of the week (Sunday) will be removed from the Laundry Room and donated to Goodwill or discarded.
Meal Plans
Meal plans and Hatterbucks are available for students to use when dining on-campus. To select a meal plan, use the Meal Plan Sign-Up form, which is available on your My Stetson account. First-year and Sophomore students living in residence halls must participate in the meal plan program. Meal Plans are optional for Junior and Senior students, as well as students living in apartments. For further questions about meal plans at Stetson visit https://www.dineoncampus.com/stetson/residential-students or contact the Meal Card Office located in the Marshall and Vera Lea Rinker Welcome Center.

Pest Control
The University maintains a contract with a licensed pest control company to provide exterminating services in all residential facilities. Individual residents may have their rooms/apartments assessed for pests and treated if necessary at any time during the year. Residents requesting treatment must submit via SchoolDude system. Residents requesting treatment of their rooms/apartments will be responsible for making the space accessible to be properly treated. This may require removal of clothes from dressers or closets, moving beds away from the walls, and covering all food. Residents’ rooms/apartments that have not been made accessible will not be treated.

Bed Bugs
Bed bugs are becoming increasingly present in the United States. Residential Living & Learning is committed to educating residents and providing training to staff for preparedness should an incident arise. Bed bugs, like head lice, feed on the blood of humans and animals but do not transmit disease. Bed bugs are small, reddish-brown, flat, oval-shaped insects that can measure from 1 to 7 millimeters in length and are visible to the naked eye. Bed bugs tend to cluster together in places such as mattress seams, box springs, bed frames, crevices and piping on pillows or upholstery, in clutter near the bed, and in the crevices of luggage. They also can be found in sofas, chairs, and tables, particularly in used furniture. Anyone can get bed bugs - they are not a result of poor hygiene or uncleanliness. Bed bugs typically travel with people, either in luggage or in furniture, mattresses, and clothing during relocation.

Many people experience mild to severe allergic reactions to bed bug bites, with some bites leading to secondary infections of the skin. If you have bite marks or symptoms of an allergic reaction that you think might be related to bed bugs, visit Health Services. To report bed bugs in your room or apartment, submit a service work request through via SchoolDude system. If you believe yourself or your room to have bed bugs, do NOT wait until after business hours to report or notify someone.

Visit the Centers for Disease Control and Prevention (CDC) to read more about bed bugs: http://www.cdc.gov/nceh/ehs/Topics/bedbugs.htm.

Pools
Residents are not permitted to have a pool or anything that resembles a pool in or on the surrounding grounds of any residential facility. Residents wishing to use a pool are encouraged to go to the Hollis Center during operating hours.

Prohibited Items
The following items are prohibited in any RL&L operated residential facility:
Air conditioners or Space Heaters
Air Fryers
Any devices that produce/use an open flame
Ammunition
Candles/Incense
Candle/Coffee Mug Warmers
Ceiling Fans
Coffee Makers with a burner (Keurig and single-serving units are permitted)
Dartboards
Deep Fat Fryers
Drug/Drug Paraphernalia
Electric Blankets
Empty Alcohol Containers
Extension Cords (any type)
Fog/Smoke Machines
Grills (including charcoal, lighter fluid)
Hard Liquor
Hookah/Pipes/Inflammables (any open flame devices)
Hot Oil Popcorn Poppers
Microwaves (over 750 watts)
Octopus/Spider Lamps, Halogen lights or High-intensity light bulbs, Track Lighting
Oil Lamps
Open Coil Applications (e.g. Hot plates, toasters, toaster ovens)
Paint, Paint Thinner (except those allowed for use in art classes)
Power Tools
Refrigerators (over 3.6 cubic feet)
Satellite Dishes/Antennas placed outside of the room
Signs or Banners (Stetson University, city, county or state)
Trees/plants over three (3) feet (Natural-Cut trees, branches, or greens)
Weapons
Wireless Routers/Access Points

However, exceptions have been made for the following appliances which are only permitted to be used in an apartment kitchen or community kitchen, but are never to be left unattended while in operation. Students may store these items in their rooms when not in use:
Crock Pots (with auto shut-off)
Electric Mini Grills (ex. George Foreman Style Grills)
Electric Skillets/Woks/Griddle/Frying Pan
Toaster/Toaster Ovens

**Quiet and Courtesy Hours**
Quiet hours are Sunday through Thursday from 10:00 PM – 9:00 AM and Friday and Saturday from Midnight to 9:00 AM. Each resident is responsible for making sure that their noise does not reach a level loud enough to disturb anyone else that may be studying or sleeping during this time. During Final Exam week, 24-hour quiet hours will be in effect for all residential facilities. This period will begin at 10:00 PM on the last night of classes and last until the residence halls close or the final exam scheduled has concluded for the apartment communities.

Courtesy hours are in effect at all times. Residents are expected to be considerate of others and to comply with any request for a quieter environment. Residents should operate stereos, televisions, music equipment and sound equipment with regard for the rights of others, including their roommate(s).
**Quiet Spaces**
Many of our residential facilities have designated Quiet Study spaces for students needing a quiet location in which to study within their residential environment. Additionally, areas of residence halls may be designated as quiet halls or floors in which all residents are expected to maintain 24-hour quiet hours throughout the academic year.

In addition, Emily third floor, middle wing has been designated as a 24-hour Quiet Community. Students living in this area agree to maintain a 24-Hour Quiet lifestyle.

**Recycling**
Students are encouraged to separate recycling and place it in the appropriate recycling bins located in the hallway or stairwells of the residential facilities. Trash improperly placed in recycling bins may contaminate the contents and cause the entire bin to be diverted to the trash instead of recycled. Students will be billed for any trash not properly disposed of. For more information about Stetson's on-campus recycling program, please visit: [http://www.stetson.edu/administration/facilities/recycling/](http://www.stetson.edu/administration/facilities/recycling/)

**Renter’s Insurance**
Section VII, Letter A of the Residential Living and Learning Housing Agreement states that the University is not responsible for the loss or damage to items of residents’ personal property within the residential facilities or on its grounds before, during, or subsequent to the period of the Agreement, including an evacuation. Residents are strongly encouraged to purchase and maintain appropriate renters’ insurance as well as health, accident, and personal liability insurance as well as appropriately store, secure, or remove any valuable personal property.

Students should review their parent’s homeowner’s policy in relation to coverage of their belongings while attending Stetson. In addition, several vendors can offer student insurance on their valuables and electronics at a very reasonable price and often have better coverage for damages to electronics and cell phones that their existing policies.

**Roommate/Apartment-mate Agreements**
While many roommates live successfully in their assigned spaces with no major conflicts, sometimes disagreements do arise. Most conflicts come from high/unreasonable expectations, lack of openness to individual differences, issues with sharing, and poor communication. It is important for students to openly communicate as adults when issues begin to arise, consult their roommate agreement, and talk openly with their RAs. RAs are specifically trained to help residents with conflict mediation in order to better understand and seek steps to improve the situation.

Each resident will have the opportunity, within the first two weeks of moving in, to create a Roommate/Apartment-mate Agreement with the other resident(s) with whom they will be living. The Roommate/Apartment-mate Agreement form allows all residents to share their thoughts and develop mutual expectations about acceptable and unacceptable issues associated with living with another person. RL&L strongly encourages that Roommate/Apartment-mate Agreements be developed and signed; all residents will be responsible for upholding their signed agreement. Residents should request a meeting with their RA and revise their original agreement if changes are needed during the year.

**Room Changes**
We acknowledge that conflict may arise in the living environment, so we ask residents to utilize our trained staff members to help them work towards a resolution. We believe that as a result of the mediation process,
regardless of the outcome, residents should develop the ability to have open, communicative relationships and preserve mutual respect in the midst of uncomfortable situations. Because of the intentionality and learning that occur during the process, this process may require up to two (2) weeks.

As a result of the resident(s) participating in this process, residents will demonstrate ways to navigate everyday struggles as a way to face and overcome challenges within themselves and with others through practicing the following skills:

• Effectively communicating during periods of conflict with others
• Advocating for their interests and compromising when appropriate
• Utilizing available resources to navigate conflict resolution beyond their capabilities

While we understand that even after the educational process, there may be a need for a room change. No room change requests will be accepted once the initial assignments are made and for the first two complete weeks of classes at the beginning of each semester while the Housing Freeze is enacted. The rationale for this is to enable RL&L to identify vacancies and to conduct roster verifications, which usually concludes around the University’s census date each semester.

Once the verification process is complete, residents will be notified about the room change process. To request a room change, residents will submit a Room Change Request to their Residence Life Coordinator (RLC) via Housing Central. A review of the situation and reason for the room change request will be conducted. The RLC will then approve the request based on resident(s) effort to work through challenging circumstances, space availability and notify the student via their Stetson email account. A move-out date and a move-in date will be established – usually within 48 hours of approval notification. In order to avoid any improper check-out or check-in fees, the resident must coordinate their move with their RA and be officially checked out of the current space before moving to the new one.

**ALL ROOM CHANGES MUST BE APPROVED BY RL&L PRIOR TO THE RESIDENT MOVING.** Residents who are living in the apartment communities are reminded that moves within the apartment cannot take place unless a Room Change Request is submitted and approved by the RLC. If a student moves or changes their assigned space without RL&L approval, they will be instructed to return to their originally assigned space and/or documentation as a violation of housing policies. Students are also reminded that if their room change request is approved, they will need to come to the RL&L Office to officially exchange their keys.

Residential Living & Learning reserves the right to assign a resident to an open vacancy. A resident with a vacancy in their room should expect that their vacancy will be filled. They do not have the right to buy-out that vacancy and must maintain the original prepared condition of the room, meaning all furniture, such as one bed, one desk, one dresser, or one closet/wardrobe, must be kept open in the room. If your Residential Life Coordinator requests you to meet with a potential roommate, you must make a good faith effort to meet with them. The resident must be welcoming to any new resident placed in the vacancy. Failure to do so will result in a conduct violation.

In order to prepare for incoming students in the spring and semester closings, room changes must be completed prior to the beginning of the assignment process for the fall and spring semesters, as specified by RL&L.
**Room Condition Reports (RCR)**

Residents have the opportunity to thoroughly inspect their assigned rooms, apartments and shared space (as appropriate) and report any additional existing conditions within 24 hours of check-in. Proper completion of the RCR will prevent the student from incurring charges for pre-existing damages. Residents are responsible for immediately reporting any damages that may occur during the academic year.

Prior to a resident moving into a room/apartment, the RL&L staff enter and assess the room’s current condition. **When checking in, each resident is strongly encouraged to make their own assessment before fully unpacking.** The resident will have an opportunity to review the condition with their RA within the first few days after move-in. If the student wishes to provide any additional information about the condition of their assigned space, they will be instructed to go to their home page of Housing Central and click the “More” tab at the top of the page. From the dropdown menu, the resident then selects “Room Condition.” and enter the additional information in the various categories. The RCR will be valuable to both the staff and the resident upon the resident’s check-out and will be reviewed in the Damage Assessment process.

When a resident officially checks out of a residential space, the RA will review the condition of the room with the student present. This is the opportunity for the resident to discuss or report any additional damage that may have occurred while they were assigned in the space. While the RA can determine the final decision as to whether or not a student is billed for new damage, they are able to communicate information back to the RLC. So, it is important for the student to be sure to schedule their check-out with a RA and just no leave.

Any damage identified will result in charges applied to the student’s account. All residents of a room/apartment will be held jointly accountable for damages found during or after check out where individual responsibility is not taken. All residential facilities and RCRs will be reviewed by the Residential Life Coordinator to assess the appropriate billing for damages.

**Room Entry/Search**

Stetson University does its best to provide every resident their privacy with respect to their assigned space, however, there are times when authorized personnel have a reason to enter a student’s room for a variety of reasons, including, but not limited to, performing routine inspections and maintenance of university facilities. If there is a reasonable belief that a violation of a University, RL&L policy, local ordinance, state or a federal statute is in progress, and/or for concerns related to safety or well-being, authorized university employees may enter the resident’s room/apartment/suite. It is our practice for university employees to knock and clearly identify themselves before entering into a resident’s room/ apartment/ suite.

If the search of a room is deemed necessary, then the staff member will ask for the consent of a resident to search the room if they are present. If consent is not given, or the resident is not present, requests to search a resident’s room may be authorized by a representative of the University senior administration. Once consent has been given or the search has been authorized, Public Safety will conduct the search of the premises and any and all property therein. Public Safety may remove any items found that violate university or Residential Living & Learning policies, local ordinances, state or federal statutes.

**Summer Housing**

Summer housing is offered each year in University Village Apartments. Assignments are based on available space. Students who are enrolled in a summer class or are participating in an internship for academic credit in the local community are given priority over students who remain in Deland for the summer for employment only. Other than the summer school students graduating at the end of the summer term, all students must be
an active student for the fall semester. Students who graduate in May prior to summer are not eligible for summer housing.

Transitional housing is available for students enrolled in the prior spring semester and have been approved for summer housing. Students who have a fall housing assignment are allowed to remain in their summer assignment until they are transitioned to the fall assignments. Active students without an on-campus assignment will need to check out of their summer assignment at the end of Summer School. No exception will be granted.

**Syringe Disposal**
Personal use syringes (e.g., insulin, medication, etc.) and other sharp objects must be placed in a rigid Sharps container for disposal. Sharps disposal containers are available at Student Health Services and can provide proper disposal instructions. These items should never be placed in a trash can or recycling bin because of the likelihood of a puncture wound to another individual.

**Trash Removal**
Students must remove all personal trash from their assigned residential space and common areas regularly. All trash must be placed in the designated dumpster or compactor. Trash should not be left outside of room or apartment doors, in common area trash cans, or in recycling bins. Recyclable materials should be sorted and placed into the appropriate recycling bins. Students will be billed for any trash not properly disposed of.

**TV (Live and On-Demand Streaming Cable)**
Resident students are able to access cable TV through Philo TV, a next-generation TV platform providing live TV and DVR service. Residents are able to record their favorite programs to a DVR linked to their campus network login and be able to watch live TV and recorded programs on their favorited devices: laptops, tablet or smartphone.

Residents who have Smart TVs should be able to immediately access Philo. Residents who do not have Smart TVs will be able to access Philo with the use of Roku sticks. Common areas within the residence halls also utilize Roku sticks.

To use Philo, residents should follow these instructions:
1. Connect to the University wired or Wi-Fi network.
2. Visit watch.philo.com and click “Log In.”
3. Enter their MyStetson ID.
4. Start watching live TV or record some shows for later.

*To connect to a computer*, residents should simply go to watch.philo.com to start watching Philo on your computer.

*To connect to a phone or tablet*, residents should text philo to 62687 for IOS and Android download links or visit the AppStore or Google Play to download the app directly.

Residents can connect Philo to your TV via Roku or Apple TV with AirPlay. Visit philo.com/roku for more details on setting up your Roku. Residents may also watch television content through Philo on your smartphone, tablets, computer, or common area TVs. Residents who wish to use their TV and do not own an Apple TV or Roku may purchase one from most major retailers (we recommend the Roku Streaming Stick or Premiere+).
Winter Break Housing
All residential facilities remain open during all university breaks (Fall & Spring Breaks, Thanksgiving, and Spring Holidays) with the exception of Winter Break. Failure to abide by the proper closing procedures including, but not limited to, information regarding late stays and early arrivals will result in a charge to the student’s account.

All residence halls are closed during the winter break. All residents are expected to leave the residence halls during the winter break. If residents are remaining in the same assignment for the spring semester, they are not required to move out/take all of their belongings with them. However, students who are requesting a room change and are approved are required to remain on campus until the last day of the fall semester and relocate their belongings to this spring assignment before exiting the campus for the Winter Break. Students who are unable to remain but yet have been approved for a room change must pack up their belongings and check out of their fall assignment before exiting. Staff in RL&L attempt to assist residents with this coordination; however, students should understand that rooms must be vacated and prepared for incoming new students beginning spring semester.

Any student living in the residence halls who find it necessary remain on campus during Winter Break is expected to apply for Winter Break Housing through Housing Central and be approved to stay. Additional housing charges may apply.

All apartment communities (Plymouth, Stetson Cove, Stetson Oaks, Stetson Palms, and University Village Apartments) remain open during Winter Break. Students remaining in the apartment communities are expected to submit their winter break plans so that Public Safety may be made aware of who is in residence for the break.

Work Orders/Maintenance Requests
Work orders are the method for having maintenance and or housekeeping concerns addressed. They are submitted online via Schooldude system which is accessible through your MyStetson page. If a work order has been submitted and you are concerned about the repairs or timeliness of the repairs, please contact your RLC in a timely manner.