

Welcome to Emory's residence halls. We make every effort to maintain the community atmosphere that makes living on the Emory campus a positive experience. Staff members in each hall are ready to serve you with special programs and to address your concerns. We invite you to keep us informed on how we can improve on-campus living.

This section of Dooley's Dates is designed to keep on-campus students informed of policies and other information relevant to living in the residence halls. As a student living in the residence halls at Emory, you have the responsibility to adhere to all local, state, and federal laws, as well as University and Residence Life & Housing regulations and policies. When you applied for housing online, you agreed to abide by the laws and policies stated by the Undergraduate Housing Agreement.

We encourage you to refer to this publication whenever a question arises. Whether checking a policy or finding the correct staff number to call, you will find it to be helpful throughout the year. If you have any other questions, please feel free to ask a staff member.

The Office of Residence Life and Housing is responsible for the administration of all residential living areas. The Residence Life & Housing staff is concerned with custodial aspects relating to the physical environment of the residences as well as , selection, training, and supervision of the student staff (including the RHDs, CMs, CAs, PAs, RAs, and SAs and is responsible for all programs and services for the students who live in the halls. The Residence Life & Housing office located on the first floor of Alabama Hall.

Who's Who in the Residence Halls:

AREA DIRECTORS/COMMUNITY DIRECTORS (ADs/CDs) are responsible for several residence halls and serve as supervisors to the Residence Hall Directors, Community Managers, Community Assistants, Programming Assistants, Resident Advisors, and Sophomore Advisors. They are representatives of the Senior Vice President for Campus Life, serve as conduct officers, and are on-call after hours. ADs/CDs are resources for all students.

COMMUNITY MANAGERS (CMs) have the overall responsibility for an area of graduate or undergraduate housing at Clairmont Campus. CMs plan and promote area programs and activities focused on the needs of residents of Clairmont Campus. The community is made up of faculty, staff, undergraduates, graduate students and their families living and working at Clairmont. CMs serve as an information resource to their residents and as informal liaisons between community members and University Housing. They receive special training on University services and resources and assist in addressing emergencies. Since most CMs are graduate students, they are also a good source of information for students who wish to learn more about particular graduate fields of study.

COMMUNITY ASSISTANTS (CAs) are junior, senior, and graduate students who have been selected to serve as administrative staff at the Clairmont Campus. These students work in the Clairmont Community Office and conduct periodic courtesy inspections of each apartment at the campus. CAs assist residents with requests for custodial or maintenance work orders, questions about living at Clairmont, and are a resource to all community members.

PROGRAMMING ASSISTANTS (PAs) are junior, senior, and graduate students who plan programs for Clairmont Campus. With the Community Managers and Faculty in Residence, PA's develop, market, and implement activities at Clairmont Campus. These social, educational, and cultural activities promote a sense of community within the hall, residential area, and University.

RESIDENCE HALL DIRECTORS (RHDs) have the overall responsibility for an undergraduate residence hall or complex. RHDs are live-in supervisors of the residence hall staff (such as RAs and SAs) and serve as advisors to Hall Councils. They receive special training regarding University services and resources and assist in addressing emergencies. Since most RHDs are graduate students, they are also a good source of information for students who wish to learn more about particular graduate fields of study.

SENIOR RESIDENT ADVISORS (SRAs) Perform all the duties of an RA and assist their RHDs with the day-to-day operations and management of their residence hall.

RESIDENT ADVISORS (RAs) are junior and senior students who have been selected to serve in an undergraduate residence hall. They assist students with personal and academic concerns and serve as a liaison between the University and students. RAs plan and promote hall programs and activities. They receive special training regarding University services and resources and are able to act as a resource in any situation or emergency that might occur. Your RA is there to assist you and to help build a sense of community on your floor and in the hall.

SOPHOMORE ADVISORS (SAs) are sophomores who live on floors with first year students and assist the RA and RHD in creating an atmosphere of community. They are volunteer members of the Residence Life staff who have been chosen for their leadership skills and enthusiasm for Emory.

RESIDENTIAL COMPUTER CONSULTANTS (RCCs) are students assigned to each residence hall to provide on-site support for the installation and use of the ResNet package, which includes e-mail, a Web browser, an electronic phone book, an antivirus program, and several programs unique to Emory. The RCCs report to the Information Technology Division.

CUSTODIAL STAFF are assigned to each residence hall and are under the direction of the Office of Residence Life & Housing. Custodial staff can be identified by their blue uniforms.

RESIDENCE HALL ASSOCIATION (RHA) is a student organization that unites representatives and officers of each residence hall council to pursue common issues and programs. Elections are held in the spring and fall to choose residence hall presidents and other executive officers. HALL COUNCILS plan and promote hall and campus programs and represent residential student concerns to the Office of Residence Life through the RHA. Each undergraduate residence hall has a Hall Council, made up of a president, vice president/activities, treasurer, floor representatives, and other appointed positions. There will be a Candidates Meeting late August or early September for the president, vice president/activities, and treasurer positions for each hall council. Elections for these positions are held in mid-September, while elections for RHA Executive Board members are held in February. Information about hall representative positions will be available from your hall staff before the elections. If you want to become involved in RHA, send you questions and ideas to the RHA, P.O. Box 24070, or you can call 727-7931.

Residence Hall Policies

All policies may be amended or changed at any time at the discretion of the Office of Residence Life & Housing.

Residence Life & Housing strives to support your academic purpose at Emory University and create an environment conducive to living and learning. The office has established certain rules and standards to ensure the best possible living conditions for its residents. All undergraduate students are required to abide by the Undergraduate Code of Conduct, which includes, but is not limited to, the following Residence Hall policies, all local, state, and federal laws, as well as University and housing regulations and policies. When you signed the Undergraduate Housing Agreement, you agreed to abide by these policies. When these laws or policies are violated, the University is obligated to take action. For more information, please refer to the Emory Undergraduate Code of Conduct handbook or contact the Office of Student Conduct (7-7190).

Alcohol

Emory University abides by Georgia State law concerning the sale, possession, and use of alcohol. Students under the age of twenty-one (21) who purchase or knowingly possess an alcoholic beverage violate state law and University policy. Any person who furnishes an alcoholic beverage to a person who is under twenty-one years of age is also in violation. Alcohol is not allowed in common areas (such as lobbies, lounges, study rooms, hallways) of the residence halls. Common containers (such as kegs and punch bowls) are not permitted in the residence halls or food service areas of the residence halls.

Residents under the age of 21:

- Are not permitted to be under the influence of alcohol while in the residence halls.
- Are not permitted to be in possession of or store alcohol in the residence halls, consistent with state law.
- Are not permitted to possess any container that may have once contained alcohol (cans, bottles, or bong) in the residence halls, regardless of their decorative purpose.
- Are subject to judicial action if they are present in the room when any of the aforementioned violations take place.

Bicycles, Motorcycles, and Scooters

We strongly suggest that you register your bicycle with the Emory Police Department and keep it locked when not in use. Bicycles may not be stored in stairwells, hallways or other common areas of residence halls. Those found in the stairwells will be removed for safety reasons, and placed in storage. Bicycles should be parked on the available bicycle racks. When left at the end

of the year, bicycles are considered abandoned and will be removed, placed in storage for 30 days, and then disposed of in a charitable manner.

Vehicles with combustion engines may not be stored in or around the residence halls. Motorcycles and scooters should be parked in their designated parking spaces. Vehicles found in violation of this policy will be removed by the University, and all cost associated will be charged to the responsible party's student account.

Candles and Incense

Candles, incense, and other combustible materials are prohibited in the residence halls, regardless of decorative purposes. Students who desire exemption for religious practices must receive approval in writing from the appropriate Area Director prior to use or possession in the residence halls.

Cooking

With the exception of the apartment-style residence halls listed below, residents may not cook in their rooms. Because of the fire hazards, sanitation problems, and power consumption involved, cooking is restricted to common kitchens provided in each residence halls. Only the following appliances are permitted in your room: blenders, coffee makers, popcorn poppers, and small hot pots (no exposed coils). Except for microfridges, microwaves are only permitted in apartment and studio style residence halls listed above. All items must be Underwriters Laboratory (UL) approved. Residence hall staff will confiscate and place in storage anything present in your room that violates this policy.

Cooking is permitted in the kitchen facilities of the following residence halls: Gilbert/Thomson, Clifton Tower, Turman South, and Clairmont Campus. Residents may use kitchen appliances approved by the Underwriters Laboratory (UL) at their own risk and expense. Residence Life staff reserve the right to confiscate any item present in your room or apartment that violates this policy.

Decoration

Residents are encouraged to personalize their rooms, while still following the guidelines below.

- a. Residents may not paint any piece of University furniture or surface in their rooms
- b. Light fixtures and sprinkler heads should never be used to hang things, as they are not mounted to hold additional weight.
- c. Decorations for your room consisting of sheets, nets, or large pieces of material hung or draped from the ceilings/walls are prohibited. Large pieces of material are considered a fire hazard, especially when draped across the ceiling.
- d. An easily removable adhesive must be used to hang posters, prints, and pictures. Be sure to test the adhesive on a small, hidden area of your room before using. You will be charged at the end of the year for any damage caused by adhesive removal and/or failure to remove the adhesive product.
- e. Alcohol and drug paraphernalia and candles or other incendiary devices may not be present in any residence hall, regardless of decorative purpose.
- f. No alterations are to be made to the furniture, fixtures, or surfaces provided by the University and no construction or alteration of any type may take place within a room without the express written consent of the Office of Residence Life & Housing.

Discrimination and Harassment

It is the policy of Emory University that all employees and students should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or groups of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, handicap, or veteran's status is a form of discrimination specifically prohibited in the Emory University community. Any employee, student, student organization, or person privileged to work or study in the Emory University community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University.

Discriminatory harassment includes conduct (oral, written, graphic or physical) directed against any person because of their race, color, national origin, religion, sex, sexual orientation, age, handicap, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatening or actual abuse or harm.

In conjunction with the University's discriminatory harassment policy, the Office of Residence Life and Student Conduct have drafted an Act of Intolerance (AOI) Policy. An AOI is defined as any act (oral, written, graphic, or physical) directed against any person or group as a result of their personage including but not limited to race, color, national origin, religion, sex, sexual orientation, age, ability, or veteran's status, that has the affect of creating an offensive, demeaning, intimidating or hostile environment for that person in particular or others who may see, hear, or otherwise witness the act. Furthermore, students' use of epithets or names in a derogatory manner will be constituted as an "AOI." The Office of Residence Life and Student Conduct have the sole right to determine what is considered an "AOI."

Drugs

The use, possession, sale, or distribution of paraphernalia, narcotics or illegal drugs (*e.g., marijuana, ecstasy, cocaine*) is strictly prohibited on the campus and in the residence halls of Emory University. The unauthorized use of, possession, sale, or distribution of drugs sometimes prescribed for medical purposes (*e.g., antidepressants, amphetamines, barbiturates, and tranquilizers*) is also strictly prohibited. Pipes, bong, hookahs, and the like are not permitted. The Office of Residence Life reserves the right to confiscate such items, regardless of their decorative purpose.

Electrical Appliances

A limited number of electrical outlets are available in each room. For everyone's safety and convenience, no more than two appliances may be plugged into a double electrical outlet at any time. This is for both fire safety and energy conservation. Appliances you may use in your room include clocks, fans, stereos, TVs, electric blankets, electric razors, hair dryers, and heating pads. All items must be Underwriters Laboratory (UL) approved. Unauthorized air conditioners and space heaters are not permitted. No more than two extension cords, not exceeding six feet each, may be used in a room. Only one refrigerator/micro fridge may be used in any room. Any hazardous appliance found in a room may be confiscated by the residence hall staff.

Explosives and Weapons

Possession of any firearms, pellet guns, paint ball guns, knives, target rifles, fireworks, nunchaku, and other items that are considered to be dangerous is strictly prohibited. Any item of this nature found in a student room will be confiscated by hall staff and the occupants of the room will be referred to the conduct process for disciplinary action.

Fireplaces

Use of fireplaces in any residence hall is prohibited.

Fire Safety

Fire alarms and equipment are located on each floor. In addition, each room contains smoke detectors. If your smoke detector needs resetting, please report this to your RA or RHD, or the Community Office for Clairmont residents. Evacuation procedures in Residence Halls are located on the back of your room door. In Clairmont, they are located in the breezeways on the exterior of your apartment. Please read these carefully. The University will not tolerate students' starting fires in or near the residence halls. Tampering with fire alarm mechanisms (including smoke detectors) or extinguishers or refusing to vacate the building during a fire alarm will result in strong disciplinary action, possible termination of the housing agreement, and/or suspension from the University.

Furniture

Removal of University furniture from student rooms is prohibited. No alterations are to be made to University furniture and all furniture must be returned to the original configuration upon check-out from the room. Additional furnishings brought into the room must be freestanding and clear of all existing fixtures, furniture, or walls. Removal of common area furnishings or equipment from their proper locations constitutes theft of University property.

Halogen Lamps and Other Lighting

Halogen floor and desk lamps, and other hazardous lights (such as tube lighting), are not permitted in the residence halls for fire safety reasons. Any hazardous light found in a room may be confiscated by the residence hall staff.

Housing Agreement

The Housing Agreement is a contract signed by each residential student prior to receiving a room assignment. This is the formal, binding legal agreement between the individual student (and, if the student is a minor, his or her parent or guardian) and Emory University. The Undergraduate Housing Agreement is for the regular academic year, exclusive of any summer term. The Housing Agreement entitles the student to the use of assigned University Housing only in such manner as is set forth in the agreement and in accordance with University regulations. Students and their parents or guardians are urged to read the terms of the agreement carefully.

Keys/Locks

Keys (entrance and room) are the property of the University and must be surrendered on termination of the residence. Keys which are not returned at the designated time, through authorized check-out procedures, will be considered lost keys. Lost room keys will result in an automatic lock change (\$50 or more, depending on location). A charge of \$15 will be assessed for replacing an entrance key. Keys should be carried at all times and shall not be loaned or duplicated. Hall staffs are not responsible for students' lock-outs. (See lock out policy). Auxiliary locks may not be installed nor may residents tamper with an existing lock. Repeated requests for hall staff to unlock a resident's door may result in an automatic lock change.

Lock Out Policy

If a resident is locked out of his or her room, the following protocol is to be followed:

- If a resident is locked out of his or her room on Central Campus between the hours of 8 am-8 pm s/he will be allowed access to the room without charge. Resident should locate available staff member to gain access to room. Staff members are not expected to be in the building between the hours of 8 am-8 pm.
- If a resident is locked out of his her room between the hours of 8 pm-12 midnight, they should find the "RA on-call." If a resident asks an RA who is not on call to gain access to a room then the RA should refer the resident to the "RA on-call."
- If a resident is locked out of his/her room between the hours of 12 midnight-8 am, the resident must seek the "RA on-call" to gain entry into his/her room. A charge of \$10 will be assessed to his/her student account for each lock-out at the end of each month.
- For students who are repeatedly locked out of their rooms, a \$10 fee will be assessed for each lock-out after he/she is locked out more than three (3) times in a semester. This will apply to all lock-outs, regardless of time-of-day.

It is required that the Residence Life staff member seek some form of credible evidence (e.g. EmoryCard) from the resident to confirm that s/he is gaining access to the proper room. In addition, upon entering the room it is advised that the staff member will request that the resident display the room and entrance keys to ensure the keys are not lost or missing.

The Lock-out Policy is different for residents living at **Clairmont Campus**. If a resident living at Clairmont Campus (Undergraduate, Graduate, and Tower) is locked out, the following protocol will be followed:

If a resident is locked out during office hours, h/she should go to the Community Office for assistance. Community Office hours are as follows:

M-F: 9 am-8 pm Sat-Sun: 10 am-5 pm

If a resident is locked out after office hours, s/he should page the Clairmont Campus lock-out pager at 404-570-7525. S/he should follow these instructions:

Dial the pager number, using the area code. Wait for the tone, and then enter the telephone number from which you are calling and hang up. Stay close to the phone from which you called. The on-call staff person will return your call within fifteen (15) minutes. Please wait at least fifteen (15) minutes before paging a second time.

Please note that a \$25.00 lock out fee will be assessed to the resident's student Bursar Account for all after-hours lock-outs.

Lofts/Raised Beds

Lofts/Raised Beds are permitted if each resident adheres to the guidelines in the Raised Beds Guidelines and Agreement form. Lofts and raised beds may be built only after an agreement has been signed. Forms can be obtained from your RA, RHD or CM. The "flipping" of beds also is not permitted.

The following set of guidelines is designed as a guide for building raised beds in a residence hall room. Any variation from these guidelines should be discussed with the appropriate Area Director or Complex Director.

Raised Bed Construction Specifications:

- a. The top of the mattress shall be no closer than 36 inches from the ceiling. The bottom of the top bed must be 4'8" from the floor. There must be at least 24" clearance to HVAC units.
- b. Total usable surface area parallel with the floor shall be no greater than that necessary to adequately support the University provided bed(s).
- c. Bed(s) shall be supported under all four corners of each frame.
- d. If beds are to be one (or part of one) above the other, a clearance of at least 36 inches must be maintained between the bottom of the upper bed and the top of the mattress on the bottom bed.
- e. The sleeping area cannot be structurally enclosed in any manner that might restrict exit from the room (windows and doors).
- f. The design must be free standing and may not be attached to or lean against the wall or other objects for support.
- g. Special care should be taken to provide adequate protection for the floor, walls, or ceiling which may be in contact with the construction.
- h. All wooden building material shall be 2"x6" or larger (or of comparable strength) except for the braces which may be as small as 2"x4". All metal construction must be of 2 inch angle iron or larger.
- i. All connections to vertical supports shall be made with two bolts each of at least 1/2" diameter (not nailed, glued, or welded).
- j. Cross braces must be installed at each end and on one side to ensure structural support.

Inspection Specifications for Raised Beds

- a. The Residence Hall Director or Community Manager must inspect the structure and grant written permission to the residents for the raised bed to remain in the room. Inspection will be done by the RHD/CM according to the specifications set forth herein and/or on the inspection form.
- b. Any modifications to the raised bed must be made within 24 hours after the initial inspection in order to comply with specifications or the structure must be removed within the same time period.
- c. Failure to have inspection complete may result in having the raised bed removed by a University staff member. Subsequent charges will be assessed.

Please contact the Residence Hall Director, Complex Director or Area Director if you have questions. Obtain clarification about the policy before constructing and assembling a raised bed (IGNORANCE IS NOT AN EXCUSE).

Raised beds may not be placed in student rooms in any University residence hall unless all students who reside in that room execute the appropriate Release, Assumption of Risk, Covenant Not to Sue, and Waiver. If any resident is under eighteen years of age, his or her parent or guardian must also sign the document.

Pets

Due to health and safety hazards and sanitation problems, pets are not allowed in the residence halls. Fish are permitted with the mutual consent of roommates. The maximum allowed capacity of a fish tank is two gallons. Feeding stray animals is prohibited. If discovered, pets will be removed and residents will be assessed a cleaning charge.

Posting Policy

All items posted on in residence halls should be placed on the bulletin boards provided. The staff in the Office of Residence Life at Alabama Hall must approve posters, flyers, etc. before distribution or posting in the residence halls.

Quiet Hours and Courtesy Hours

In order to provide an environment that is conducive to sleeping and studying, quiet hours will be maintained Sunday to Thursday from midnight till 8:00 am, and Friday and Saturday 1:00 am till 8:00 am. These times will be extended during exam periods. The staff retains the right to uphold and implement these policies. All residents are required to respect their neighbors by maintaining twenty-four-hour courtesy hours. Residents violating this policy will be referred to the conduct process for disciplinary action.

Room Changes

Residence Life expects reasonable attempts by residents to create and sustain positive roommate relationships. Such attempts include, but are not limited to, roommate agreements and/or third-party mediation. Residence Life reserves the right to deny a room change request if student or students do not cooperate in good faith. Room changes may be available for students who are unhappy in their current housing assignment. There is a two week waiting period at the beginning and end of each semester when room changes may not take place. If students would like to request a room change, they must first contact their RHD or CM to request a room change into the available space. The RHD or CM will verify that there are available rooms and will arrange for the paperwork to be completed. Students have 3 days to check out of their old assignment and into their new assignment. Residence Life & Housing reserves the sole right to grant or deny room change requests.

Room Entry

While the College makes every reasonable attempt to respect students' privacy, it reserves the right to enter a room and, if deemed necessary, to conduct a search of a room. Typically, College personnel will limit room entry to the following instances:

- A. Administrative Searches - Administrative searches are those conducted due to suspicion that a University rule or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Associate Dean of Campus Life (or designee). The student whose room/belongings are in question shall be present whenever possible; however, administrative searches may take place without a room's occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with nor under the direction or on behalf of the Emory University Police. Administrative searches are not generally conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist, either before or during a search, the Emory University Police will be contacted and a criminal search warrant may be obtained.
- B. Facility Work - to provide custodial and/or maintenance work.
- C. Inventory and Courtesy Checks - to conduct an inventory of College property or as a part of the periodic Courtesy Check process at Clairmont Campus.
- D. Personal Emergencies - to respond to an indication of danger to life, health, or property
- E. Policy Violation - to respond when there is reasonable cause to believe that a violation of University or Housing policy is occurring.

Room Usage

Any resident who occupies a room with a vacancy must be prepared to receive a roommate at any time during the academic year. Inappropriate use of vacant space will be addressed by the Residence Life staff. Attempts to maintain or create a vacancy in a room or apartment by discouraging new residents from moving in, or encouraging current residents to move out will not be tolerated. Such violations of Residence Hall policy will be addressed by the appropriate Area Director. Residence Life & Housing reserves the right to place any resident in any unassigned bed at any time.

Safety and Security

Students are expected to take an active role in maintaining safety and security on campus. Failure to do so jeopardizes the safety of everyone concerned. Therefore, the following practices must be observed:

- A. objects may not be dropped or thrown from windows nor may screens or windows be removed;
- B. students are not permitted on roofs, banisters, or on any other structure that is not designed for common traffic;
- C. only designated entrance/exit doors are to be used;
- D. doors are to be returned to a secured (locked) position after use;
- E. windows and doors should always be locked when students leave their rooms or when asleep;
- F. students must carry their EmoryCard and keys at all times;
- G. College owned keys are never to be loaned out or duplicated;
- H. anyone or anything that appear suspicious should be reported to EPD immediately; and
- I. students should always use caution when traveling on or around campus, especially after dark. Call EPD for an escort at 7-PARK.

Smoking

As of Summer 2005, smoking is prohibited in all residential housing facilities, including all living areas, common area spaces, hallways, lounges, lobbies, stairwells, laundries, vending areas, balconies, breezeways, connectors, courtyards, and porches. Smokers are expected to smoke outside only and remain at a reasonable distance (at least 25 feet) from building entrances while smoking, such that second-hand smoke does not interfere with access or the rights of others. All smoking materials should be disposed of appropriately in provided containers.

Solicitation

Groups who wish to sell tickets or goods must receive prior approval from the Office of Residence Life. Approved solicitation usually is limited to an area in the lobby of the residence hall and requires a written notice verifying permission from the Office of Residence Life. Students and student groups are not exempt from this policy. No commercial business (including regular day care) may be conducted on the premises. If you encounter persons soliciting in your hall, please report them to a RA or the Emory Police immediately. Residence Life reserves the sole right to approve or deny any collection boxes for philanthropic activities. Any unapproved boxes will be removed and their contents will be discarded.

Sports and Games

Sports in the residence halls are prohibited due to the potential danger to individuals and property, including safety equipment, such as sprinklers or fire extinguishers.

Theft/Loss

The University does not assume any responsibility for articles lost or stolen from rooms. Residents need to take precautions to ensure, to the best of their ability, that theft does not occur. The University cannot assume responsibility for personal property stored in, delivered or shipped to a residence hall. Report any theft or loss to your RA, RHD, or Community Office, and to the Emory Police. Remember to inquire about homeowners' insurance coverage or obtain renter's insurance for your property.

Trash and Recycling

Improperly disposed of trash is a nuisance for other residents and custodial staff. All trash and recycling materials should be disposed of in properly marked containers. Residents should dispose of their trash and recycling on a regular basis to avoid creating health hazard. Large items (such as boxes, rugs, or other heavy/bulky items) should be removed to the exterior dumpsters located near each residence hall.

Vacating Residence Halls

Residents must vacate their residence hall room according to the posted schedule; it is expected that students vacate no later than 24 hours after their last final exam. A \$50 fine will be assessed to residents not checked out by the posted time and date. An additional fine will be assessed to residents not vacated by 5:00 p.m. on the scheduled closing of the residence halls. Please contact your RHD (or Community Office for Clairmont residents) if you have questions about vacating your room.

Vandalism and Pranks

Residents should take proper care of their building and its furnishings. Vandalism will bring strong disciplinary action. Students witnessing an act of vandalism or who know the identity of the responsible person(s) should notify a Residence Life staff member immediately. The University reserves the right to assess residents collectively or individually for damage to their building or its furnishings. Pranks that result in disturbances or distress to others, or cause damage to University or personal property (or those that foreseeable could have caused such disturbance or distress) are prohibited. Examples include: water fights, shaving cream fights, penny locking, removal of peepholes, etc.

Visitation and Guests

Visitors must abide by the rules and regulations of the College. You are responsible for the conduct of your guests and visitors. Visitation refers to the privilege of having visitors to your room and residential area. The rights of other residents, especially your roommate, take precedence over this privilege. Visitors are not permitted to take up residence in rooms to which they are not assigned. Students must exercise good judgment when having a gathering in their room to not disrupt the community. The residence hall staff reserves the right to intervene.

A visitor is defined as any person not assigned to live in a given room and/or residential area, whether they are residential students, commuting students, or other guests. Each residential area has a standard 24-hour visitation policy, meaning that with roommate consent, a resident may have other persons in their room at any time. Long-term visitors (three nights or longer) are prohibited. Residents of a floor may vote to establish **restrictive** visitation hours with a majority vote by the floor.

Waterbeds

Waterbeds are prohibited in all University Housing.

Residence Life Services and Amenities

Any questions regarding these services or amenities should be directed to the Residence Life staff or Community Office.

Air Conditioning

All residence halls are air-conditioned. Some buildings have individual thermostats in the rooms. All residential areas prohibit the unauthorized use of personal air-conditioning units.

Cable Television

Cable service is provided to all students in campus housing. All that is required is a cable-ready television and coaxial cable.. Check <http://it.emory.edu/showdoc.cfm?docid=1359> for up-to-date channel listings.

Computers/Computer labs

Residence Hall Computer labs are located in Harris, Thomas, Turman Center, Woodruff, Clairmont Tower Penthouse, and Clairmont H-Space. Any student is permitted to use the labs. Students also may bring their own computers to campus. Remember to get insurance for your computer; Emory will not take responsibility for theft or damage to your property. Because of the recent onslaught of computer worms, trojans, and viruses, Emory ITD will be certifying all residential computers before they may connect to the Emory network. An unprotected computer can be infected within 45 seconds of connecting to the internet. Please be sure that your computer is properly certified before attempting to connect to the Emory Network.

Food Plan/Food Service

Undergraduate students have a choice of six different Emory meal plans. Plan A+ (\$1820 per semester) is recommended for residential students and consists of an unlimited number of meals per week in addition to a credit of \$150 to the Emory Card Dining dollars account, which can be spent in any dining location. Plan B (\$1,820) provides 15 meals per week with a credit of \$200 to the Dining dollars account. First year students are required to subscribe to Plan A+ or B. Plan C (\$1250) provides 12 meals per week and \$200 in the Dining dollars account. Plan D (\$1190) provides 7 meals at the DUC per week with a credit of \$400. Plan E (\$560) provides 50 meals at the DUC per semester with a credit of \$200. Plan F (\$400) credits \$400 to the Emory Card Dining dollars account. The following dining facilities are located on campus: The Woodruff Gatehouse Grill, Turman Deli, The Grille Works (inside the SAAC), the DUC, Cox Hall, and Dooley's Den at the Depot.

Last Lecture Series

Each year Emory students nominate faculty to address them as if they were giving their very last lecture to undergraduates. This program began in 1981 and continues to receive enthusiastic support from students and faculty. We strongly encourage you to attend. Last Lecture will be held on Wednesdays during the fall semester.

Laundry Services

Coin-operated and/or EmoryCard-operated washers and dryers are located in each residential complex. Please report any mechanical difficulties or lost funds to Mac-Gray at 1-800-262-9824. If out-of-order machines are not reported, they cannot get repaired!

Lost and Found

Report all lost or found items to your RA, RHD, or the Clairmont Community Office (if a resident at Clairmont) and to the Emory Police.

Mail and Packages

All undergraduate students are assigned mailboxes in the post office, located in the DUC. Whenever possible, packages should be sent directly to your assigned P.O. Box through United States Postal Service (USPS) and not to your residence hall. Shipping companies will deliver to the post office, when school is in session, and you will be notified by email that the package has been received. The University is not responsible for packages that are not claimed within three days of notification. Residents of Clairmont should contact the Clairmont Community Office for shipping instructions.

Maintenance and Repair

Please report all maintenance and repair requests to your RA or the Clairmont Community Office (if a resident at Clairmont). Allow one week for the repair or work to be completed. If, after that time, a problem still exists, contact your RA, RHD, or the Clairmont Community Office and he/she will follow up. In the case of an emergency, please call the Office of Residential Services (727-7631). NOTE: Do not pour drain cleaner down any drain, this can cause injury.

Pest Control

The University has a contract with a firm that handles pest control problems, and the halls are sprayed regularly. If your room needs further attention, please report this to your RA, RHD, or the Clairmont Community Office (if a resident at Clairmont).

Programming

The Residence Life staff promotes and supports a variety of hall programs throughout the year. In addition to social and recreational activities, CMs, PAs, RHDs, RAs, and SAs sponsor educational and cultural programs. Past programs include Super Bowl Party, Faculty lectures, test-anxiety workshops, discussions about opportunities for study abroad, and volunteering at a Habitat for Humanity home site. At the beginning of the year, your RA or PA will solicit your interests and ideas for program activities.

Room Selection

During the spring semester of each year, returning undergraduate, residential students are eligible to request housing for the next academic year through the on-line housing system. Most rising juniors and seniors already living in University Housing may sign up for the rooms or halls to which they presently are assigned. Rising sophomores, juniors, and seniors requesting an assignment may go through one of several Room Selection phases. Detailed instructions will be distributed via e-mail prior to Room Selection to explain specific information. Please contact your Area Director or the Office of University Housing if you need further information. Housing is guaranteed to any student who chooses to go through the Room Selection process in the spring and turns in a signed housing agreement.

Security

All Residence Halls at Emory are locked twenty-four hours a day. The Emory University Police Department is responsible for the general security of the campus. However, residents must also assume responsibility for safety and security on campus. Blue Light Phones can be found around campus and near residence halls and connect directly to the Emory Police. Escorts are available through Parking and Community Services. Call 7-PARK or 7-8005 for more information.

Space Reservations

A number of residence halls have rooms which may be reserved for social and educational functions. Guidelines and reservation information are available in the Office of Residence Life. Approval is given by the appropriate Residence Life staff member. For reservations at the Clairmont Campus, please contact the Clairmont Community Office at 7-8830.

Student Health Services

Illnesses or accidents should be reported immediately to your RA or another Residence Life staff person. Transportation to Student Health Service is the responsibility of the individual student. In an emergency, you, your RA/RHD/CM, or Emory Police may contact an Emergency Medical Service ambulance for transportation by dialing 911 from a campus phone.

Summer Housing

Summer housing is not part of the regular academic year and requires an additional housing application. Applications are available online in early spring at www.emory.edu/HOUSING.

Theme Halls

Emory offers unique houses for students who wish to experience and pursue special interests through programs and discussions with students having similar interests. These houses/halls are: Arts Theme Hall, BSA House (Black Student Alliance), Intersorority Council Halls, Asbury House (Outdoor Emory Organization), Spanish House, and SPICE Hall (international program). There is a required application procedure for each house, with most houses accepting applications early in the spring semester. Please contact the appropriate Area Director for more information.

In addition, junior and senior students are eligible to apply for theme programs at Clairmont Campus. There are currently two theme programs at Clairmont, led by resident faculty members Dr. Bradd Shore and Dr. Arri Eisen. Dr. Shore, professor of Anthropology, works with the **Center for International Living (CIL)**, a program where students from the United States and other countries will have a chance to live together and get to know one another through daily interaction and participation in a wide range of internationally oriented activities. Dr. Eisen works with the **BASE program; Bridging Academics, Service and Ethics**. This community brings together multiple and diverse voices around complex contemporary issues. The 24 students

drive the program with facilitation from the faculty and graduate student living on site. The BASE community hosts monthly dinners with selected faculty and other leaders, and students develop their own original learning activities and projects.

Vending Machines

Various vending machines are available in the residence halls. Should you lose your money in any of the machines, report to DUC 222E. Please report any machines that are out of order to your RA or Residence Hall Director. Machines that are vandalized may be removed and not replaced.

President's Area
Area Director Mike Misulich
mmisuli@learnlink.emory.edu
Office: Hopkins Lobby, 727-2105

Gilbert	Position	Room	Phone
Stephen Blackwood	RHD	109	1-4343
Leslie Herman	RA	112	1-4346
Christopher Clark	RA	212	1-4362
Melanie Lawrence	RA	312	1-4378

Thomson	Position	Room	Phone
Stephen Blackwood	RHD	Gilbert 109	1-4219
Michael Kleinman	RA	112	1-4227
Devin Murphy	RA	212	1-4239
Katherine Michel	RA	312	1-4255

Thomas (Complex)	Position	Room	Phone
Jeff Lasker	RHD	243	1-4128
Caitlin Lyman	RA	251	1-4075
Rebecca Lopez	SA	259	1-4109
Emily Borgelt	SA	259	1-4109
Takeia Horton	RA	350	1-4152
Pulak Patel	SA	344	1-4153
Natasha Alladina	SA	353	1-4153
Liz Heuett	RA	430	1-4155
Priya Garg	SA	424	1-4114
Crystal Woodbine	SA	424	1-4114

Smith	Position	Room	Phone
Elizabeth Cannella	RHD	2	1-1280
Zishan Mohammed	RA	10	1-4203
Jason Haensly	SA	17	1-4096
Kinsley Belle	SA	17	1-4096
Ebony Thomas	RA	110	1-4060
Lauren Shawcross	SA	116	1-4050
Jodi Thomas	SA	116	1-4050
Mrinal Shukla	RA	210	1-4045
William Pitts	SA	216	1-4089
Daniel Hootman	SA	216	1-4089
Carrie Gann	RA	310	1-4142
Natalie Hunter	SA	316	1-4149
Nithya Subbiah	SA	316	1-4149

Hopkins	Position	Room	Phone
Jeff Lasker (Hopkins 1&2)	RHD	Thomas 243	1-4128
Liz Cannella (Hopkins 3&4)	RHD	Smith 002	1-1280
Eric Teasdale	SRA	131	1-4086
Chris Bellamy	SA	137	1-4115
Julius Oatts	SA	137	1-4115
Alison McBride	RA	230	1-4138
Jennie Yang	SA	236	1-4061
Stephanie LaPointe	SA	236	1-4061
John Ross Brown	RA	330	1-4140
Mitesh Gandhi	SA	336	1-4092
Andrew Kim	SA	336	1-4092
Rumbi Mufuka	RA	410	1-4187
Betty Li	SA	416	1-4121
Joyce Wang	SA	416	1-4121

Harris	Position	Room	Phone
Aneel Naeem	RA	5	1-1424
Ajay Sharma	RA	105	1-1439
Marissa Mitchell	RA	135	1-1458
Alexandra Vinson	RA	205	1-1476
Kofi Essel	RHD	242	1-1852
Sam Wilshinsky	RA	305	1-1524
Moise Jean	RA	336	1-1535
Emily Whitham	RA	405	1-1555
Lance Henry	RA	436	1-1574
Katie Hancock	SRA	505	1-1590

Turman East	Position	Room	Phone
Elizabeth Van Graafeiland	SA	140	1-1853
Rebecca Balunas	SA	140	1-1853
Andrea Heflin	RA	151	1-1851
Robert Patterson	RHD	163	1-1843
LeTiffany Obozele	RA	248	1-1924
Glen Ozoude	SA	269	1-1911
Michael Texidor	SA	269	1-1911
Drew Harbur	RA	277	1-1902
Seeta Patel	SA	348	1-1972
Chandni Patel	SA	348	1-1972
Meghan Callier	RA	351	1-1973
Damian Rawoot	SA	372	1-4001
David Lott	SA	372	1-4001
Jun (Jimmy) Ma	RA	383	1-1993

Turman North	Position	Room	Phone
Melissa Roudi	RHD	101	1-4020
Robbie Brown	RA	116	1-1829
Rohan Kohli	SA	128	1-1839
Andrew Iwanicki	SA	128	1-1839
Shane Murphy	SRA	203	1-1869
Tobias Von Bergen	SA	210	1-1879
Derek Kettner	SA	210	1-1879
Kathleen Rall	RA	223	1-1891
Sana Mahmood	RA	303	1-1935
Julia Kahn	SA	313	1-1948
Alexandra Spengler	SA	313	1-1948
Chukwudi (Chuck) Okpala	RA	325	1-1960
Ellington Lang	SA	335	1-1961
Marcus Brodzki	SA	335	1-1961

Turman South	Position	Room	Phone
Conitras Houston	RHD	112	1-1663
Tori Gordon	RA	175	1-4005
Desiree Ashong	SRA	287	1-4018
Casey Johnson	RA	390	1-4024

Turman West	Position	Room	Phone
Wen Cai	RA	007B	1-1624
Manvi Anand	SA	135A	1-1641
Namrata Mruthinti	SA	135B	1-1642
Walton Dumas	RA	107B	1-1685
Conitras Houston	RHD	112 Turman south	1-1663
Matthew Guanio	RA	131B	1-1638
Natalie Koenig	RA	207B	1-1750
Rayhanur Chowdhury	RA	216B	1-1721
Perene Patel	RA	307B	1-1812
Tameka Joseph	RA	316B	1-1783

Founder's Area - Director Valerie Molyneux

Alabama	Position	Room	Phone
Yasmin Elhady	RA	215	1-1295
Pamela Hanafi	SA	204	1-1301
Manishi Rodrigo	SA	204	1-1301
Adam Berry	SRA	315	1-4394
Jimmy Yeh	SA	304	1-4400
Calvin Shank	SA	304	1-4400
Anna Krueger	RHD	McTyeire 108	1-1206

Clifton	Position	Room	Phone
Stephen Benz	RA	106	1-4285
Monee Geary	RA	206	1-4301
Hank Dunfee	RA	306	1-4311
Jane Ukandu	RA	406	1-4321
Steven Batters	RA	505	1-4315
Jason Williams	RHD	506	1-4330

Dobbs	Position	Room	Phone
Kara Carlisle	SRA	9	1-1318
Emily Collins	SA	4	1-1313
Will Callahan	RA	109	1-1334
Benjamin White	SA	116	1-1340
Ashish Ankola	SA	116	1-1340
Alexis Kim	RA	124	1-4450
Daniel Gray	RA	209	1-1358
DeVon Green	SA	216	1-1367
Thai Bui	SA	216	1-1368
Roxanne Comegys	RA	224	1-4453
Nicholas Limerick	RA	309	1-1391
Hilary White	SA	316	1-1313
Diana Kim	RA	324	1-1406
Rob Beck	RHD	105	1-1331

Longstreet	Position	Room	Phone
Jae Won Lee	RA	105	1-1004
Suhan Islam	SA	104	1-1005
Patrick Johnson	SA	104	1-1005
Mike Levin	RA	205	1-1019
Ross MacBaisey	SA	204	1-1018
Shunpei Okochi	SA	204	1-1018
Jamie Chan	SRA	214	1-1028
Taskeen Hasan	SA	219	1-1033
Meaghen Finan	SA	219	1-1033
Allison White	RA	300	1-1058
Natasha Heidari	SA	319	1-1063
Allison Attanasio	SA	319	1-1063
Darin Bayley	RA	305	1-1049
Jeffrey Mossler	SA	304	1-1048
Daniel Spollen	SA	304	1-1048
Sharon Sibley	RA	400	1-1084
Nhu-Hanh Tran	SA	409	1-1088
Yeou-Rong Jih	SA	409	1-1088
Chris Rodriguez	RHD	210	1-1024

McTyeire	Position	Room	Phone
Nazim Virji	RA	110	1-1208
Amisha Khona	SA	105	1-1204
Cortney Crane	SA	105	1-1204
Steve Schneider	RA	218	1-1196

Kathleen Gordon	SA	205	1-1183
Deeksha Jandhyala	SA	205	1-1183
Plamena Miloucheva	RA	318	1-1175
Ryan Kindermann	SA	305	1-1162
Wesley Wheeler	SA	305	1-1162
Anna Krueger	RHD	108	1-1206

Means	Position	Room	Phone
Sunandan Bandyopadhyay	RA	106	1-1225
Pawan Bang	SA	104	1-1223
Ryan Powell	SA	104	1-1223
Alyse Katz	RA	209	1-1240
Rachel Sullivan	SA	205	1-1236
Eun Lee	SA	205	1-1236
Christian Cabrera	RA	302	1-1248
Pavel Tsyrlin	SA	309	1-1255
Gilbert Acosta	SA	309	1-1255
Miriam Frankel	RA	402	1-1264
Amber Gardner	SA	409	1-1271
Ellen Galmish	SA	409	1-1271
Troy Kapral	RHD	201	1-1232

Trimble	Position	Room	Phone
Zain Ahmed	RA	208	1-1112
Mahsa Golabi	SA	221	1-1123
Abigail Jamieson-Drake	SA	221	1-1123
Amy Franciscovich	SRA	308	1-1137
Justin Ahn	SA	321	1-1148
Lov Goel	SA	321	1-1148
Troy Kapral	RHD	Means 201	1-1232

Woodruff	Position	Room	Phone
Julian Hua	RA	109	1-8239
Andi Dixon	RA	126	1-8256
Wesley Blalock	RA	209	1-8209
Kristen Gayeski	RA	226	1-8226
Faizan Mirza	RA	309	1-8309
Candace Giles	RA	321	1-8321
Marshall Maa	RA	409	1-8409
Meagan O'Leary	RA	426	1-8426
Ben Falk	RA	444	1-8444
Jenni Stewart	RA	509	1-8509
Lamisha Smith	SRA	526	1-8526
Brittany Rayburn	RA	544	1-8544
Mike Menolascino	RA	616	1-8616
Amondo Redmond	RHD	331	1-8331
Ben Perlman	CD	329	1-8329

Asbury	Position	Room	Phone
Lauren Truxillo	RA	1	1-4480

Jason Williams	RHD	Clifton 506	1-4330
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BSA	Position	Room	Phone
Dani Veira	RA	5	1-4446
Jason Williams	RHD	Clifton 506	1-4330

Spanish	Position	Room	Phone
Nicole Faurot	RA	11	1-8347
Jason Williams	RHD	Clifton 506	1-4330

CLAIRMONT CAMPUS

Director: Alyssa Murphy
amurph@learnlink.emory.edu
Area Director: Brooke Daniel
bdanie2@learnlink.emory.edu

OFFICE: Clairmont Community Office (Tower Lobby), 727-8830
CCOffice@learnlink.emory.edu

Community Managers

Area	Name	e-mail
Occupancy & Facilities	Derek Layton	dlayton
Programming	Pegah Moghaddam	pmoghad
Administration/Occupancy	Kacy Brubaker	kbrubak

Community Assistants

Bonnie McLellan
Drew Winchester
Aditya Parikh
Ferin Rajpau-Hussain
Shana Basnight
Shairoz Sultan
Dimpu Patel
Tiarney Ritchwood
Jennifer Spicer
Charity Simpson

Programming Assistants

Tim Brady
Karim Jehta
Kelly Sawyer
Evelyn Cage