

RESIDENCE HALL MAIL ADDRESSES

Monroe Park Campus

(Room No.) Ackell Residence Center
1100 W. Broad St.
Richmond, VA 23220-3800

(Room No.) Brandt Hall
710 W. Franklin St.
Richmond, VA 23220-4101

(Room No.) Broad & Belvidere Apartments
700 W. Broad St.
Richmond, VA 23220-3805

(Room No.) Cary and Belvidere Residential College
301 W. Cary St.
Richmond, VA 23220

(Room No.) Gladding Residence Center
711 W. Main St.
Richmond, VA 23220-5500

(Room No.) Johnson Hall
801 W. Franklin St.
Richmond, VA 23220-4103

(Room No.) RAMZ Hall
933 W. Broad St.
Richmond, VA 23220

(Room No.) Rhoads Hall
710 W. Franklin St.
Richmond, VA 23220-4101

(Room No.) West Grace Student Housing
701 W. Grace St.
Richmond, VA 23220-4191

MCV Campus

(Room No.) Bear Hall
600 N. 10th St.
Richmond, VA 23298-7000

(Room No.) Cabaniss Hall
615 N. 8th St.
Richmond, VA 23298-8000

(Room No.) McRae Hall
600 N. 10th St.
Richmond, VA 23298-7000

(Room No.) Rudd Hall
600 N. 10th St.
Richmond, VA 23298-7000

(Room No.) Warner Hall
600 N. 10th St.
Richmond, VA 23298-7000

RESIDENCE HALL POLICIES



The Residential Life & Housing program is based upon the concept of community living. This concept implies that all members of a community have a responsibility for the community and the behaviors in it. The residence-hall judicial process originates in the commitment to education and personal growth for residence-hall students, and it allows members of the community to take an active role in regulating behavior of students within the residence halls.

Residential Life & Housing provides an outline of unacceptable behavior in the residence halls, which can be found in the room-and-board contract, the residence-hall handbook and Virginia Commonwealth University's Rules and Procedures. The policies are designed to allow students to sleep, study and socialize, but not to disturb those around them, damage property or jeopardize the lives of fellow students. Please note that throughout the policies listed below, there are several prohibited items and behaviors. Each resident will be held responsible for the knowledge of prohibited items and behaviors listed in these policies and, in accordance with the terms and conditions of his/her housing contract, may be sanctioned if found to be in violation.

1. Alcohol

Residents are subject to state law; therefore, possession and/or use of alcohol by persons under the age of 21 is prohibited. This prohibition also includes persons who are obviously under the influence of alcohol within the residence halls. Possession and/or use of alcohol is prohibited at all times in Brandt Hall, Cabaniss Hall, Gladding Residence Center Suites (Phases II and III), Johnson Hall, Rhoads Hall and other designated

first-year student areas. Residents of legal drinking age (21 years) who live in Ackell Residence Center, Broad and Belvidere, West Grace Student Housing, Cary and Belvidere Apartments, Gladding Residence Center Apartments, RAMZ Hall, and MCV Campus Low Rises may legally consume alcohol in their rooms. Persons of legal age may not serve or obtain alcohol for someone who is underage.

Open containers of alcohol are prohibited in all public areas of the residence halls, including walkways, lounges and any area located behind card access. Kegs and other large-quantity containers are prohibited in all university residence halls. No alcohol container collections are allowed in the residence halls. No public notices promoting or advertising alcohol are permitted. Violations of this policy will result in a range of sanctions, from educational (including mandatory risk assessments, residence hall probation) up to and including removal from the residence-hall community.

Residents under the age of 21 found violating this policy and/or the VCU Alcohol/Drug policy will be subject to the parental-notification policy through the dean of student affairs and University Rules and Procedures.

2. Appliances

The use of cooking appliances (toaster ovens, hot plates, electric frying pans and electric grills, such as the George Foreman Grill) in student bedrooms is prohibited. Underwriter's Laboratory-approved sealed-unit coffee makers, closed-coil hot air popcorn poppers and thermostatically controlled hot pots are allowed if used on a non-combustible surface. Cooking is permitted only in designated residence-hall areas and in apartment facilities. Microwave ovens are permitted in VCU residence halls under the following conditions:

Microwaves must be of a compact size, no more than 0.8 cubic feet, using a maximum of 750 watts. Only one microwave is allowed per student room, and no other cooking devices can be used. Prohibited/illegal items may be confiscated at the discretion of the housing manager or the coordinator of residence education.

Refrigerators must be of a compact size, UL-approved and must meet the following specifications, which can be obtained from the data plate: 120 volts AC, 60 hertz with a maximum running current of 2.0 amps (240 watts). The power cord must be grounded and not exceed a length of 6 feet. Only one 4.2 cubic feet refrigerator is allowed per room. Students residing in Gladding Residence Center Phase II and Cabaniss Hall are prohibited from bringing refrigerators, which will be provided for them.

Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Extension cords are prohibited for use with refrigerators or any other appliance/electrical equipment. Halogen lights are prohibited. Air conditioners, window fans and heating units, including space heaters, are expressly prohibited. Floor fans are permitted. Fire code stipulates that extension cords and adapters may not be used as a substitute for permanent wiring. An acceptable alternative would be to use a multiple-plug outlet strip equipped with overload protection. Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle; clothes and lint that fall behind the dryer must be removed to reduce fire hazards.



3. Bicycles, Motorcycles & Other Vehicles

Motorized vehicles are prohibited in courtyard areas and inside the residence halls, and are not to be parked or chained anywhere in the residence halls, courtyard or sidewalks. Non-motorized vehicles may be parked/chained in designated areas only. Vehicles chained to windows, gates, lights/sign posts or poles and other non-designated areas will be confiscated immediately and disposed of if not claimed within seven working days. The university is not responsible for damage to locks or vehicles that are confiscated.

4. Care of Rooms & Facilities

University property, including room and lounge furniture, is inventoried according to location and is not to be moved without the written permission of the area housing manager. Water furniture, including water beds and chairs, is prohibited. Residents are prohibited from painting

rooms and/or common areas. The stacking of beds or other furniture on the tops of desks and dressers is prohibited. Residents should contact the area housing manager before bunking beds as a safety precaution. Students may not alter or add attachments to their rooms.

Prohibited attachments include, but are not limited to, locks, outside radio and television antennae, additional wiring, window shades or awnings. Removing screens from windows is prohibited. Students will be charged for reinstallation and subject to judicial action.

Students are responsible for damaged or missing property. In situations where no one student claims responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between roommates. Damage to common areas on each floor or within each apartment will be divided among all floor or apartment residents respectively if no one claims responsibility. Please see “Vandalism” policy for additional information, page 37.

5. Computing Policy

Residence-hall students are expected to comply with university, federal and state policy, particularly regarding copyright laws. Failure to comply will result in disconnection of internet service, university judicial action and possible legal action.

6. Disruptive Behavior

Residential Life & Housing prohibits behavior that disrupts the community. This behavior may include, but is not limited to, creating disturbances (either emotional or physical in nature), threats of physical harm to self or others, demonstrated inability to live with another resident and threats of property damage. Students found in violation of this policy may be sanctioned. These sanctions may range from referral to various university resources for assistance, to contract cancellation from the residence halls.

7. Drugs

The university prohibits the use of drugs and/or controlled substances that are illegal and that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances within the residence halls, on any university property or as part of any university activity. In addition, students who violate this policy—or any other policies—while under the influence of illegal drugs or controlled substances will be subject to Residential Life & Housing and/or university disciplinary action(s) and action by law-enforcement agencies. Violation of this policy may result in contract cancellation from the residence-halls.

Further, use, manufacture, possession or sale of illegal drugs and/or controlled substances by residence hall students not on campus can lead to disciplinary actions under the University Rules and Procedures. Paraphernalia is not allowed. This includes, but is

THE FOLLOWING ITEMS ARE PROHIBITED IN RESIDENCE HALLS:



Items that require an open flame to operate or that produce heat (e.g. candles for burning or for decoration, incense and incense burners, Bunsen burners, alcohol burners and grills); Air conditioners, window fans (floor fans are permitted) and heating units, including space heaters; toaster ovens, sandwich cookers, George Foreman grills and other similar cooking appliances; decorative items including, but not limited to, fishnets, parachutes and large wall or ceiling coverings; extension cords and adapters, multi plug power strips with overcurrent and surge protection properties and reset switches must be used instead of extension cords but must not be plugged into each other (they must be plugged directly into a wall outlet), electric blankets and halogen lamps/lights, plug in air fresheners; combustible decorations on doors, in hallways and elevator lobbies, including live cut trees; non-flame retardant curtains; gasoline, motor oil or propane; the act of setting items aflame; and discharging a fire extinguisher except in the event of a fire; electrical cords attached to ceiling or walls run under carpet or taped to floor. Communication cords (cable, telephone) running across the floor must be secured to avoid tripping hazards. Floor areas must remain uncluttered to avoid tripping hazards.

not limited to, roach clips, bong, pipes, blow tubes, hookahs, bowls, any type of water pipe or any object filled with water through which smoke is drawn. Students found in violation of this policy and/or VCU alcohol/drug policy are subject to residence-hall judicial action, as well as action through the dean of student affairs, who is responsible for parental notification and University Rules and Procedures.

8. Excessive Housekeeping

Excessive housekeeping is defined as any situation requiring cleaning that is not part of the custodian's normal daily routine. This includes cleaning items such as fire extinguisher powder; clumps of mud; foodstuffs; bodily fluids in public areas, rooms, or apartments; and trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms, etc.). Residents may be billed individually or as a group for excessive housekeeping. These fines are imposed on rooms/floors/buildings on an escalating basis. See the sections on Vandalism and Damage Assessments for additional information, pages 37 and 38.

9. Failure to Comply

Residents are expected to comply with requests from university administrative officials (including RAs, CAs, security guards and GRDs). Providing false or misleading information and/or failure to comply with the directives of university personnel acting in accordance of their assigned duties is a violation of residence-hall policy. This includes failing to evacuate from a building during a fire alarm, and failure to prepare room as instructed for facility maintenance.

10. False Reports

Falsely reporting the presence of an unlawful explosive or incendiary device with intent to mislead, deceive or disrupt the operation of the residence halls; falsely reporting a fire or other emergency; or falsely activating the fire alarm system is strictly prohibited and could result in disciplinary action from the university. Those found in violation of this policy may experience contract cancellation and referral to the dean of student affairs for action through University Rules and Procedures and VCU Police.

11. Fire Protection & Flammable Items/Decorations

The state fire marshal will make periodic inspections throughout the year. Violations of state code will result in the confiscation of prohibited items, judicial action and a possible State of Virginia fine. Approved decorative items may not be used in, on or around lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Only UL approved lights may be used as decorations. No items can be closer than 18 inches to the ceiling/sprinkler heads.

The use of cooking appliances (toaster ovens, hot plates, electric frying pans and electric grills, such as the George Foreman grill) in student bedrooms is prohibited. Underwriter's Laboratory-approved sealed-unit coffee makers, closed-coil hot air popcorn poppers and thermostatically controlled hot pots are allowed if used on a non-combustible surface. Cooking is permitted only in designated residence hall areas and in apartment facilities.

Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Fire code stipulates that extension cords and adapters may not be used as a substitute for permanent wiring. An acceptable alternative is a multiple plug outlet strip equipped with overload and surge protection properties with reset switches. Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle and clothes and lint that fall behind the dryer must be removed to reduce fire hazards.

If a resident determines that he/she requires a battery for his/her smoke detector, replacement 9-volt batteries will be installed by maintenance upon submitting a residence-hall work order form, which can be filled out online at www.housing.vcu.edu. Items cannot be stored closer than 18 inches below sprinkler heads and ceiling.

If prohibited items are found in the residence halls the residents assigned to that particular apartment, suite or room will be billed at least \$25 per person per item as possession of these items in the residence halls are violations of the Virginia Statewide Fire Prevention Code.

12. Fire-Safety Equipment

Tampering with or misuse of fire-safety equipment is a violation of state and federal law and is prohibited in

the residence halls. Fire-safety equipment includes, but is not limited to, alarms, extinguishers, signage, smoke detectors, heat sensors, door closures and sprinklers. Fire extinguishers are located in designated locations in the hallways and walkways outside your rooms, suites and apartments. Take a moment to locate the fire extinguisher nearest the egress door to your residence. You are allowed to bring your own fire extinguisher for your room, suite or apartment if you choose to do so. If you do, please know how to use it properly. Please see instructions on proper use of fire extinguishers, below.

Violation of the fire safety equipment policy may result in contract cancellation from the residence halls and referral to the dean of student affair's office for action through University Rules and Procedures.

FIRE EXTINGUISHER SAFETY TIPS AND GUIDE:



Fire extinguishers are best used when a fire is contained in a small area, like a wastebasket and when the fire department has already been called. The NFPA says to remember the word PASS when operating an extinguisher:

- **P**ull the pin. Release the lock with the nozzle pointing away from you.
- **A**im low. Point the extinguisher at the base of the fire.
- **S**queeze the lever slowly and evenly.
- **S**weep the nozzle from side to side.

The best time to learn how to use the fire extinguisher is now, before you ever need it (if you have any questions, contact the VCU Fire and Occupational Safety Office at 828-0040). Fire extinguishers have gauges on them indicating when they need to be replaced and should be checked regularly to make sure they're still functional. If you're ever in doubt about whether to use an extinguisher on a fire, don't try it. Instead, leave the building immediately.

13. Guest Policy

The residence-hall community requires that resident students have responsibility to other residents. As such, residents who bring guests into the living environment shall assume responsibility and will be held accountable for the behavior of their guests. Only residents and their guests are permitted in the residence halls. Students from other residence halls are considered guests. Residents are to accompany their guests at all times while guests are in the building.

Resident students must have their roommate(s) consent to invite a guest (meaning any non-resident of that unit) into the room or shared living space. The guest must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate(s).

Overnight guests may not remain longer than three consecutive nights, not to exceed six total nights, in

one calendar month. Residents are responsible for the behavior of guests and guest's adherence with all residence-hall and university policies. Residents of GRC, Cabaniss Hall, MCV Campus Low Rises, Johnson Hall, Rhoads Hall, Brandt Hall and West Grace Student Housing may have up to two guests signed in at one time. Residents of Ackell Residence Center, Broad and Belvidere Apartments, Cary and Belvidere Apartments and Ramz Hall may have up to three guests signed in at one time.

Guests will be expected to register at the security desk during visits. Residents are to accompany their guests while they are in the building. Residential Life & Housing and security staff will monitor guest visitation so as to maintain safety and security in the facilities. Guests and residents who attempt to circumvent the guest policy or the spirit of such in any way will be subject to disciplinary action.

14. Gatherings/Parties

Each residence hall area has specific guidelines regarding gatherings and parties within student rooms and common areas. All residence halls must comply with state and federal laws. The number of guests is limited according to fire code regulations. Residents should contact their RA/CA/GRD/CRE for specific guidelines and responsibilities before planning any event.

15. Harassment, Intimidation, Threats or Use of Force

Residential Life & Housing prohibits any person, either singly or in concert with others, from willfully causing injury to another, willfully threatening the well-being of another, verbally abusing others and/or intimidating others (including university officials and student staff acting in accordance with their duties). This includes all threats in person, via third party, via telephone, letters, e-mails, instant messages, Facebook or any other means.

Nuisance and/or prank phone calls, instant messaging and e-mail will be considered a violation of this policy. The Commonwealth of Virginia defines nuisance phone callers as "any person who, without intent to converse, but with intent to annoy another person, causes any phone to ring. Any person who permits or condones such use of any telephone under his/her control for such purpose" shall be considered in violation of this policy.

16. Identification Checks

IDs must be presented when entering any of the university residence halls. University ID cards must be carried at all times and must be presented when requested by any university official (including graduate resident directors, CAs, RAs and security guards). Failure to produce proper identification upon request will be considered a violation of the failure to comply policy. The loaning of VCUCards is strictly prohibited.

Residents who do not have their VCU ID upon entry of the building will be issued a temporary pass. Residents

will be permitted two temporary passes per semester at no initial charge. However, upon receipt of the third temporary pass, residents will be charged \$30—\$10 for each subsequent pass issued.

Residents should take immediate action to recover their VCU ID.

17. Keys

Residence-hall keys are the sole property of Virginia Commonwealth University and may not be duplicated under any circumstances. Possession of residence-hall keys is limited to students with valid housing contracts. Residents who lose keys should report this loss immediately to his or her area office and may be charged a fee of at least \$65 for a lock change and new key.

18. Knowingly Present

In cases where specific behavior is not identified, residents and guests are expected to conduct themselves with courtesy and respect to individuals and the community. Students are also responsible for notifying the proper authorities if they observe or have knowledge of other students violating these expectations and regulations. Students should not passively remain in the presence of policy violations.

19. Lock Outs

Students who are locked out of their rooms may be assisted by staff to gain entrance. Students should contact the security desk or the RA/CA on call for assistance. Students may be billed for this service. In addition, student disciplinary action may be taken against students who habitually abuse this service.

20. Lofts & Bunk Beds

Lofts and beds not provided by the university are prohibited.

21. Missing Students

Students deemed to be missing (i.e. not seen in the residence hall) by the residence hall staff will be reported to the CRE or GRD. Every attempt will be made to contact the student to ensure his/her well-being. This may include contacting roommates, hallmates, professors and the VCU Police. Parents/guardians also may be contacted.

22. Non-Registered Students

Students living in the residence halls must be currently registered while living on campus. If a student is no longer registered or is academically separated, he or she may not live on campus. Priority for assignment within residence halls is for full-time students.

23. Pets

Pets and other animals are not permitted in residence halls, with the exception of fish and registered service animals. Utilization of guide or service animals is allowed to assist the resident and one 10-gallon tank with fish is permitted per bedroom. Proof of required

vaccinations for guide/service animals must be given to Residential Life and Housing area staff. Service animals in residence should be kept clean, groomed and restrained at all times.

24. Quiet Hours

Excessive noise in and around residence hall areas is prohibited. Quiet hours are generally 9 p.m. - 8 a.m. Sunday through Thursday and 11 p.m. - 8 a.m. Friday and Saturday. Sounds are not to be heard outside rooms during these hours. Each floor or area may vote to extend these hours. At all times, "courtesy hours" are in effect. Residents are responsible for ensuring that their behavior does not violate another's right to sleep or study. Quiet hours may be extended by hall staff before and during examination periods. Musical instruments and amplifiers are not to be played in the residence halls.



25. Room Changes

Requests for room changes may be made approximately three weeks following the term's start. Please refer to the housing contract for more information on changes in occupancy or rates. Residents wishing to make a room or hall change must first contact their RA/CA to discuss their living situation. During this meeting an attempt will be made to discuss all problems that relate to the room change request. Residents are encouraged to resolve conflicts and to learn from the different lifestyles and living habits of others. Students also are encouraged to have discussions as soon as possible with their roommates concerning lifestyle and living habits.

Residents should complete a living agreement upon moving in. If alternatives to roommate problems cannot be reached, the RA will refer the resident to the graduate resident director to assist in and explain the room change process. Room changes are based upon current availability and assessed need. Residents requesting a room change should be prepared to be flexible about room location and style.

26. Roommate, Suite-Mate, Apartment-Mate Vacancy

Residents with vacancies in their room, suite or apartment are prohibited from moving into the vacant space. Vacant spaces may be allocated to new residents at any time. Residents should make every effort to keep the space neat, clean and orderly. Roommate/apartment-mate spaces may be randomly inspected by the area housing

manager or RA/CA to ensure the room is prepared for a new resident. If vacant areas in a room and/or common areas in a suite or apartment are not move-in ready for new residents, disciplinary action may be taken and each resident of the assigned area may be billed at least \$50 for housekeeping staff to clean the area.

Intentional deterrence of new roommates, suite-mates and apartment-mates by any means is not permitted. Residents who engage in this practice could face disciplinary action including but not limited to administrative relocation and/or loss of housing privileges.

27. Smoking

Use of tobacco products is not allowed in student rooms on the MCV Campus or in Rhoads Hall, Brandt Hall, Johnson Hall, West Grace Student Housing or GRC Phase II and III; within other areas, consent of roommate or apartment-mate(s) is required. The Residential Life & Housing Office reserves the right to designate any room or apartment as nonsmoking as necessary.

All use of tobacco products in public areas—specifically balconies—is prohibited. Also prohibited are any non-tobacco and aromatic smoking products, including clove cigarettes, herbal cigarettes, bidis, etc. Smoking is not permitted within 25 feet of the front entrance of the building and is only permitted in designated areas within and immediately adjacent to VCU Housing complexes. No smoking is allowed on the Rhoads/Brandt patio.

28. Solicitation

For residents' protection from fraudulent sales and annoyance, door-to-door solicitation is prohibited in the residence areas. In public areas, registered student groups may reserve space through the CRE for sales or events at least three days prior to such events. All student groups must follow area regulations for space usage. Residents may sell products or services from their rooms only with the permission of the CRE and their roommates. Student Government Association candidates may solicit votes only if they receive prior approval from Student Activities and the director of residential life and housing or designee.

29. Sports Activities

Athletic activities are prohibited in and around residence halls, including courtyards. Propelling objects including, but not limited to, footballs, softballs, baseballs, Frisbees and snowballs in and around residence halls and courtyards is prohibited. Additionally, throwing objects at cars (including snowballs) is a violation of residence-hall policy and state law.

Residence-hall policies also prohibit water guns, pools, hot tubs, water balloons, pistols or tanks. Skateboarding, bicycling, roller skating and rollerblading are prohibited in residence hall lobbies, rooms, lounges, public areas, hallways, courtyards and other designated areas.

30. Student Eviction

A student withdrawn from VCU, whose enrollment at VCU is terminated for any reason, or who is suspended from the residence halls must vacate at the time specified by the director of residential life and housing, associate director of residence education, associate director of administration or a designee of any of the above. In the event the student cannot vacate his/her room in the allotted time, every attempt to work with the student will be made. In extreme cases the lock will be changed and the student's belongings removed. The VCU Police may be involved in such instances.

31. Theft

Theft and/or possession of stolen property is a violation of state law and prohibited by residence-hall policy. Students are encouraged to report any thefts to the VCU Police. The RA should be notified so that the student may complete and submit a theft report to the CRE. Residents are reminded to keep their doors locked at all times.



32. Unauthorized Areas

Students are not permitted in unauthorized areas including, but not limited to, maintenance rooms, boiler rooms, mechanical rooms, elevator rooms/shafts, roofs, balconies, ledges and storage rooms/areas.

33. Unhealthy/Unsafe Conditions

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms or apartments, hallways, lounges, bathrooms and lobby areas, including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. Residential Life & Housing staff reserves the right to inspect rooms to ensure that residents comply with health and safety regulations.

The university has eminent domain and can enter any room if necessary. Upon vacating a room or apartment, the resident must ensure that the space is clean and in condition for the next student to occupy. Violation of this policy may result in a fine of at least \$50 per person and possible judicial action, including contract cancellation. Residents may be billed for cleaning charges (see "Excessive Housekeeping" for additional information).

34. Vandalism

Vandalism and destruction of university or residence hall property, or the destruction of personal property of others is prohibited. Students found in violation of this policy may have to make restitution to the appropriate parties in addition to other student judicial sanctions. Graffiti likewise is prohibited and will be considered vandalism and referred to the VCU Police and Office of Judicial Affairs and Academic Integrity for action through University Rules and Procedures. Residents should be aware that they may be billed either individually or as a group for excessive damage to their living and/or common space. Please see “Damage Assessment” section for more information, page 38.

35. Weapons

The use or possession of fireworks, firearms, or other dangerous weapons or material is prohibited. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, air, paintballs or shot regardless of propellant used. Firearms, other weapons or explosives are not allowed on university property (including residence halls) regardless of whether a license to possess the same has been issued. Prohibited weapons include, but are not limited to, knives, razors, metal knuckles, blackjacks, hatchets, bows, arrows, nunchakus, foils or any explosive or incendiary device. Items used for a class which can be considered a weapon are not allowed within the residence halls.

36. Windows, Balconies, Ledges & Stairwells

Throwing objects and pouring liquids from windows is prohibited and grounds for contract cancellation from the residence halls. Residents of a room from which objects are thrown will be held responsible for this conduct and subject to arrest by the VCU Police. Objects may not be placed on window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Sitting on window ledges and leaning out of windows are violations of state and campus fire safety regulations and is prohibited. If window screens are found damaged the residents of the room will be billed for the repair.

IMPORTANT NOTICE FOR RESIDENCE-HALL STUDENTS

Several university-wide policies have direct application to the operation of Residential Life & Housing. Examples include the AIDS policy, the posting-materials policy, prohibition of sexual harassment, student sexual-misconduct policy, VCU alcohol and drug policy, computing ethics policy, and Rules and Procedures. Students are advised to be familiar with these and other VCU policies, such as the VCU honor system, grade review procedure, guidelines for demonstrations, and computer and network resources use policy.

The full texts of several university policies are published each year in the VCU Insider and may be found online as well.

Residence-hall students are subject to federal, state and local laws and ordinances as well as regulations prescribed by Virginia Commonwealth University, including the university bulletins, VCU Rules and Procedures, this handbook, and the terms and conditions of the housing contract. Contract cancellation and removal from the residence halls and/or university may result from the violation of any one or combination of policies. Violations that endanger the safety and welfare of others or cause disruption of the residence community can result in removal from the residence halls. Parental-notification procedures may be found online.

JUDICIAL INFORMATION

Residence-Hall Judicial Process & Procedures

Each resident is responsible for knowing and abiding by all of the policies, guidelines and expectations set forth in the Residence Hall Handbook, University Rules and Procedures and his/her Housing Contract. Violations of rules and regulations occurring in or on the premises of Virginia Commonwealth University residence halls will be handled through the university judicial process which is guided by the Office of Judicial Affairs and Academic Integrity. Responses to violations include actions by the Office of Judicial Affairs and Academic Integrity and the Department of Residential Life & Housing.

Should a student be involved in an incident, a member of the staff will document the incident and an incident report is completed detailing the incident, including a description of the pertinent events, the policy that was violated and the person(s) involved. After a review of the incident report, the area coordinator of residence education (CRE) will determine the appropriate route for resolving the incident and the student will subsequently receive a notification regarding the documentation. The student may be expected to schedule an appointment with the GRD, CRE or the Office of Judicial Affairs and Academic Integrity. Less serious violations and/or residence hall contract violations will be handled by the GRD or CRE. More serious violations or repeated lesser violations will lead to a review of a resident's housing contract and will be referred to the Office of Judicial Affairs and Academic Integrity.

In seeking to resolve incidents, the Department of Residential Life & Housing seeks to ensure the process is a learning experience for the student; to prevent future violations; to demonstrate the department's and the university's position regarding the behavior; where appropriate, to provide opportunity for the student to make restitution; and also, as appropriate, to provide the opportunity for other students to learn from the incident.



Housing Contracts

The housing contract is a binding contract for the full academic year (fall and spring terms). Leases at the Ackell Residence Center, Cary and Belvidere Apartments, RAMZ Hall, and Broad and Belvidere Apartments are for 12 months; Brandt Hall, Cabaniss Hall, Gladding Residence Center, Johnson Hall, the MCV Campus Low Rise Halls, Rhoads Hall and West Grace Street Student Housing are all nine-month facilities. Housing charges are assessed by the Residential Life & Housing Office.

Please refer to the details of your current contract with Residential Life & Housing via the terms and conditions listed on the Web site at www.housing.vcu.edu.

Mail

The U.S. Postal Service delivers mail in bulk to either residence halls or to VCU Mail Services who then, in turn, deliver to the residence halls. Residential Life & Housing staff members place letters and package notification slips into individual mailboxes. No mail is delivered to the halls on weekends or university holidays.

Students who are moving and wish to have their first-class mail forwarded must leave a VCU Forwarding Order with the front desk of the residence hall in which they live. Mail will be forwarded for a 60-day period, beginning on the students' separation date. See pages 31 and 49 for more information about mail and addresses.

Maintenance Requests

Requests for maintenance service can be completed at www.housing.vcu.edu. Charges for maintenance and repairs determined to be beyond normal wear and tear may be billed to the student.

Except in the case of emergencies, the problem should be addressed within 48 business hours. Some repairs may be delayed if the housing maintenance staff needs to order parts or use a repair service from outside the university. After completion, an e-mail will be sent to the resident as confirmation.

Emergency Repairs

During weekday working hours, when a repair is needed immediately to protect the safety of students or the facility, an online maintenance request can be placed at www.housing.vcu.edu or contact your area office for immediate assistance. After hours and on weekends, report any emergencies to the oncall RA/CA or security desk.

Pest Control Service

If a resident notices pests of any kind in his/her room or anywhere in the residence hall, he/she should report the problem immediately by completing an online work order at www.housing.vcu.edu. After completion, an e-mail will be sent to the resident as confirmation.

Typically, the pest control contractor will respond within two business days of notification of the problem.

GENERAL INFORMATION ABOUT LIFE IN THE RESIDENCE HALLS



Contract Termination

A student whose contract is terminated for any reason—including violation of the terms and conditions of the housing contract, disciplinary reasons or reasons deemed sufficient by the Director of Residential Life & Housing—must check out properly and vacate the residence hall within 24–48 hours of contract term. Refunds will not be issued when a contract is terminated. Questions concerning contract termination should be directed to your area housing manager or CRE.

Only the Department of Residential Life & Housing may cancel a housing contract. Requesting that a contract be canceled does not guarantee that action.

Damage Assessments

Residents are responsible for any and all damage to their assigned room, apartment or suite and will be assessed by the university for the cost of the repair or replacement. Damage to common living areas such as hallways, lounges and bathrooms will be divided equally among the residents assigned to that living area unless the individual responsible for the damage can be identified. Students should fill out a room condition report in cooperation with their RA/CA upon check-in. Any damage or needed repairs should be indicated on the form to avoid a charge when checking out.

Furniture Storage

Due to a shortage of storage space, extra furniture will not be removed from double rooms converted to single occupancy or triple rooms converted to double occupancy. The university does not provide storage for personal property or university property removed from rooms. Any property left behind after a student moves or checks out will be assessed a \$10 per day storage charge or disposed of at the university's discretion. Students may be billed for furniture missing from their room after they move or check out and for items that need to be moved and disposed of.

Housing Accommodations for Full-Time and Part-Time Students

Residence-hall housing is assigned to full-time students taking at least 12 or more credit hours. After all full-time students have been accommodated, housing is assigned to part-time students taking nine credit hours. Students taking less than nine credit hours will need special permission to live in university housing.

Students are encouraged to keep food in sealed containers and empty trash regularly to prevent pest problems.

Processing Residence Hall Assignments for Returning Students

In early February, students currently living in VCU residence halls participate in a room-signup process for the subsequent academic year. Students who do not receive a residence-hall assignment at that time may place their names on the housing contact list to be notified of room vacancies as they become available. On-campus housing is not automatically guaranteed for returning resident students. For more information, visit www.housing.vcu.edu/returning.

Property Insurance

The university is not responsible for personal property that is lost, stolen or damaged at any time. This includes property left when the student vacates the residence hall. Students are encouraged to carry personal renter's insurance for their property or have coverage through their parents' homeowners insurance.

Release of Information

Students living in the residence halls are presumed to be dependent students. The residence-hall staff will, at its discretion, contact dependent students' parents or guardians in circumstances involving serious accident, illness or other emergency or crisis situation.

Residence Hall Technical Support

Access to computer systems and networks owned or operated by Virginia Commonwealth University and the department of Residential Life & Housing imposes certain responsibilities and obligations and is granted subject to the computer and network resources use policy, other university policies, and local, state and federal laws. The following guidelines and acceptable use of resources indicate what is expected as responsible behavior by those given access to the computing facilities.

Students living in the residence halls may request technical support from Student Affairs and Enrollment Services/Technology Support Services. Student Affairs will provide support and assistance with the following:

- Network card installation.
- In-room computer support (Resident halls only).
- Drop off and pick up (also available for off-campus).
- Network connectivity issues.
- Basic troubleshooting.
- Virus and spyware removal.

Room Change Procedures

Residents wishing to make a room or hall change must follow proper procedure by contacting their Resident Assistant or Graduate Resident Director. Room changes must be accompanied by a new contract issued by the Residential Life & Housing office. Unauthorized room and hall changes are prohibited.

Space Consolidation

The university reserves the right to change any room assignment or rate. The Residential Life & Housing Office reserves the right to reassign a student in the event a room or apartment is not filled to capacity. A student living in such a room or apartment may be offered the option of remaining in the room or apartment for an additional charge. The university reserves the right to assign a student into a vacant space at any time, unless the student residing in the room has contracted and paid for a single room.

Telephone Service

Each room has a working telephone jack. Residents will need to bring a touch-tone phone and are expected to utilize their voice mailbox for departmental communication. If you should have a problem with your telephone service please call 692-6000 or go online to www.ts.vcu.edu and create a work ticket.

Withdrawals

Any student who withdraws from the university for any reason automatically terminates his or her housing contract and must check out and vacate the residence hall within 24 hours of the withdrawal date.

AT HOME ON CAMPUS



If you spend a lot of time on campus, the Information Centers and Off-Campus Student Services offer a number of options to make your time comfortable.

Put 828-1981 (USC&A Information Services) in your cell phone for easy hassle-free answers to questions and transfers to any other number.

DAILY LOCKERS: Available in the lobby adjacent to Off-Campus Student Services. These lockers are meant as a temporary way to store books and other belongings you don't want to carry with you all day. Lockers cost a quarter per use. Materials routinely left overnight will be collected on a weekly basis.

RENTAL LOCKERS: Also in the lobby adjacent to Off-Campus Student Services, they are available to rent by the semester. For more information, call 828-7205.

MAPS: VCU Monroe Park and MCV Campus as well as Richmond area maps are available from the Information Centers and Off-Campus Student Services. Bus route maps are available at www.ridegrtc.com or see page 7.

MICROWAVE: Microwaves are available in the Common Ground commuter lounge located in the Lower Level of the Student Commons and in the Hideaway Café located at Hunton Student Center.

CAR BOOSTER PACK: Jump-start a car with a dead battery without the use of another car. Available for checkout with a VCU ID at the Information Centers.

BICYCLE SUPPORT: Check out a lock or borrow a pump at either Information Center by leaving your VCU ID. Register your bike by locking it up outside the Commons and coming to Off-Campus Student Services room 119 for assistance. See page 13 for more information about bicycles.

TECHNOLOGY SERVICES

For more information about VCU Technology Services, see page 20, visit www.ts.vcu.edu or send an e-mail to techserv@vcu.edu.

VCUNET WIRELESS NETWORK

For more information, see page 21 or go to <http://go.vcu.edu/wireless>.

ResNET

ResNet provides computer support for on- and off-campus students. ResNet is the only department at VCU that can provide on-site computer support for resident halls; this includes assistance with all things related to Microsoft and Mac operating systems and with network-access control, Clean Access, in the resident halls. Examples are: virus and spyware removal; Windows updates; anti-virus and spyware; application installations; operating-system reinstallations; and operating-system maintenance. If students are not sure where to go for service, contact ResNet at www.resnet.vcu.edu or call 828-8943.

FINDING HOUSING



Incoming Freshmen

Incoming freshmen are assigned housing in one of VCU's freshman residence halls. Students can apply online for housing via the Residential Gateway. See www.housing.vcu.edu for more information.

Students must receive an acceptance letter to VCU before applying for housing. Students need their VCU student number to complete the housing application, which they should have received when accepted to VCU. For more information, see www.housing.vcu.edu.

Housing Lottery

The lottery allows some students to reserve rooms with others. To participate, individuals or roommate groups must be living in a VCU residence hall. Each roommate group will be allowed to sign up during the allotted time period of the member with the lowest lottery number. The group member whose lottery number is being used must be present. One group member may sign up for the whole group by bringing in signed contracts of all members. For more, see www.housing.vcu.edu.

OFF-CAMPUS SUPPORT



Off-Campus Student Services

www.usca.vcu.edu/offcampus

828-7205

119 Student Commons

Off-Campus Student Services (OCSS) offers educational programs and one-on-one counseling for any student seeking off-campus housing or dealing with a problem directly related to their off-campus housing situation. Housing assistance includes help

in understanding the renting and apartment-search processes, plus history, values and drawbacks of local neighborhoods, roommate advice, problem solving and much more. The one thing VCU does not do is locate your housing or endorse private property. OCSS does provide a listing service for private property owners to help students with more efficient and thorough searching. Students can also find roommates, sublet their apartments, sell furniture or look for rides. For more help, call or stop by the Off-Campus Student Services Office in the Commons. To view the housing database and for more information, see the Web site listed above.

The Commons also has an off-campus-housing bulletin board. Be sure to check it regularly. Touring nearby neighborhoods and reading the newspaper classifieds are other methods of finding housing. Style Weekly and the Richmond Times-Dispatch also place their classifieds online.

- VCU OCSS: www.usca.vcu.edu/offcampus/housing
- Style Weekly: www.styleweekly.com
- Richmond.com: www.richmond.com
- Richmond-Times Dispatch: www.inrich.com
- RentNet: www.rentnet.com
- Apartment Source: www.apartmentsource.com
- Apartment Guide: www.apartmentguide.com

Important Phone Numbers for Off-Campus Students

Put 828-1981 in your cell phone for easy hassle-free answers to questions and transfers to any university number.

Off-Campus Student Services • 828-7205

Amtrak • (800) USA-RAIL

Airport, Richmond International • 226-3000

Greyhound Bus Service • 254-5910

GRTC (Greater Richmond Transit Company)
358-4782

H.O.M.E (Housing Opportunities Made Equal)
354-0641

Legal Aid Society • 648-1012

RideFinders (carpool and vanpool information)
643-7433

Towed Car Information • 233-5757

Richmond City Services Guide
www.ci.richmond.va.us • 646-7000

TRANSPORTATION



For more information, please see page 12.