



# ARKANSAS STATE UNIVERSITY BEEBE

## Residence Hall Manual

*ASU-Beebe Mission:*

*Transforming Lives Through Quality  
Learning Experiences*

2016-2017

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## IMPORTANT INFORMATION

My RA's Name : \_\_\_\_\_

Room # \_\_\_\_\_ Phone # \_\_\_\_\_

My Roommate's Name : \_\_\_\_\_

My Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_

***The mission of our Residence Life program is to provide a safe, secure, and comfortable living environment that fosters a sense of community and is conducive to students' personal growth and academic pursuits.***



Dear Residence Hall Student,

Welcome to Arkansas State University-Beebe. The professional staff is excited to have you as a resident. Our desire is that your residence hall experience is both enjoyable and rewarding. You will meet new friends and develop lifelong relationships within the university community while experiencing college life.

This manual is designed to acquaint you with policies, procedures, and general information about residence hall living. It does not cover every situation, but should give you an idea of what to expect and what is expected of you. The Hall Directors, Resident Assistants and the Student Life staff are always available to assist you.

We look forward to having an awesome year with you!

Your Residence Life Staff

## 1. Residence Life Staff

**Residence Hall Director**—is a full-time, live-in professional staff member. S/he is administratively responsible for a residential area that includes approximately 124 residents. S/he will have direct supervision over six Resident Assistants and up to eight Desk Assistants. S/he will provide services directly to students such as personal and disciplinary counseling and developmental, cultural, and educational programming. The Hall Director is involved in policy development and implementation for both University Housing and Student Life. S/he serves as the primary communication line between staff/administration and the residential population. S/he will manage low level judicial infractions in their respective hall. The Hall Director is responsible for implementing and supporting programming in a mixed student population community with multiple living-learning community themes.

**Resident Assistants (RA)**—are assigned to a specific floor and is responsible, with the other residence hall staff, for fostering a cooperative and considerate educational community environment which contributes to the academic/personal growth and success of each resident. RAs will help organize and plan various recreational, social and educational activities.

**Desk Assistants**—are student staff members who support the Residence Life staff with monitoring visitation, equipment checkout, programming, etc. Each hall will be staffed with a desk assistant during assigned times.

## 2. Housing Policies

### 1.1 Housing Application and Deposit

All housing applications will be kept on file throughout the academic year along with your housing contract and housing deposit receipt. The housing deposit is refundable under the provisions stated in the housing contract.

### 1.2 Housing Contract

The residence hall contract which you signed is for the full 2016-2017 academic year (August 20, 2016-May 5, 2017). Should you terminate your contract prior to May 5, 2017, housing charges for the remainder of the contract period and your deposit will not be refunded. Exceptions will be made for students graduating/transferring

### 2.3 Room and Board Charges

It is the policy of the University that students contract for residence hall rooms on an academic year basis. Students will not be released from the binding room and board contract, or refunded any part of the room and board payment, except for the following reasons: graduation or withdrawal from the university, unanticipated financial hardship, documented medical problems, marriage, student teaching or internship. To be released from financial obligation, the student must submit a Contract Release Request which is available from the residence life staff. Room and board charges are stated in the current catalog and on the university website. These are subject to change. These charges must be paid in full by July 31, 2015 or payments can be made through the Automatic Payment plan found on the ASU Beebe website. Residence halls are closed during holidays observed by the University. Vacation periods are not included in room charges. See the schedule in the back of this manual for specific opening and closing dates.

### 2.4 Room Assignments

Every effort is made to honor room, roommate, and suitemate requests; however, the University makes these assignments. Students may change assignments, but only with advance approval of the Residence Hall Director. The University does not discriminate in assigning students to housing on the basis of race, religious affiliation, or national origin. The University reserves the right to reassign living assignments when deemed necessary. Rooms are assigned based on the room deposit date with returning students receiving priority.

### 2.5 Room Inventory

A Room Condition Report (RCR) showing the status for the room, bathroom, and contents is completed when you check into the residence hall. Check the room carefully, as damages which occur during the year will be charged against your account. Notify the Residence Hall Staff of any discrepancy. In the absence of written proof of damage, the room will be judged in excellent condition at the time the student moves in.

### 2.6 Room Care and Inspection

Rooms and bathrooms are expected to be kept neat and orderly at all times. The University reserves the right to enter and inspect all rooms at any time. If upon inspection, your room is in need of cleaning, you will be asked to clean it in an allotted time. If not cleaned in the allotted time, custodial staff will clean the room and a charge will be added to your account. Rooms are expected to be reasonably clean for break periods. Room furnishings are expected to remain in their assigned room.

## 2.7 Keys & IDs

Two keys will be issued to you: a room key and an ASU-Beebe mail box key. The mail box key will be issued to you by the Residence Life Staff/University Police Department. The ASU-Beebe student ID will be used to access the front door, rear door and your floor. These items should be in your possession at all times. Charges will be charged to your account to replace them if lost. Individuals are not allowed to make copies of university issued keys/IDs. Persons found to have copied keys/IDs or losing multiple sets of keys will be subject to disciplinary sanctions.

## 2.8 Check Out Procedures

Follow these procedures when checking out of the residence hall:

- A. Remove all personal items (i.e. personal furniture, microwaves, posters, tape, etc.). There will be a charge for removal of belongings by the university.
- B. Sweep and mop floors.
- C. Return room furniture to original configuration.
- D. Clean the sink, closets, shelves, bathroom, etc.
- E. Arrange time for the Residence Hall staff to check your room.
- F. Complete forwarding address form.
- G. Complete exit survey (during the semester).
- H. Turn in residence hall and PO box keys to the Residence Hall Director and sign your RCR.
- I. RCRs will be turned into the Student Life office by the Hall Director. Improper check out will result in a \$50.00 charge.

Residents must check out within twelve hours of their last final exam unless special permission is granted by the Dean of Students. A portion of the deposit is refundable if the following conditions are met when you check out:

1. The contract term is fulfilled.
2. Your student account balance is a \$0 balance.
3. There is no room damage/cleaning charges.
4. Proper check out procedure is followed.

## 2.9 Room Selection Process/Housing Termination Form

During the spring semester, students that intend on living in the residence halls the following year will take part in the Lottery Room Selection process. This gives you the opportunity to select the specific hall/room you would like to live in that next year. If you will not be living in the residence halls the next year, you will be required to fill out a housing termination form. The deposit for students indicating an intention to return will be kept on file in the Business Office. Deposits will be refunded to those students not returning who meet the appropriate conditions.

## 2.10 Residence Hall Closing

Residence halls will observe holidays as indicated by the University. Dining service is not available during holidays. Residents will not be allowed to stay in the halls during Fall/Christmas/Spring breaks due to University services (Residence Life staff, University Police, Dining Services, etc.) not being provided during those dates/times.

## 2.11 Entry/Exit

All entrances to the residence halls are locked at all times. Residents gain access to the residence hall using their student ID. At no time is propping doors allowed. Students discovered to have propped open doors will be subject to disciplinary sanctions. All entrances are under 24 hour video surveillance.

## 2.12 Missing Person Policy

In accordance with the Higher Education Reauthorization Act of 2008, all residents are asked to supply an emergency contact person at the time of check in that will be notified should a student be missing for 24 hours. Parents or guardians of students under the age of 18 will also be notified within 24 hours. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24 hours.

## **3. Damages and Charges**

### 3.1 Room Damages

Room damage charges will be assessed for damage to University property. Occupants are responsible for damage to their rooms. Damages in rooms will be assessed to an individual if possible. If this is not possible, both occupants of the room will be charged.

### 3.2 Common Area Damages

Damages to common areas (study rooms, stairwell lobbies, computer labs, etc.) may be assessed to all residents when the individuals responsible cannot be identified.

### 3.3 Key/ID Charges and Lockout Policy

Replacement charges for lost keys include:

Mailbox key	\$15.00
Room key	\$50.00
Student ID	\$50.00

If for any reason a resident is locked out, the resident should follow these procedures:

1. Attempt to locate the roommate to gain entrance into the room.
2. If the roommate is not available, the RA on Duty should be contacted.
3. If the RA on Duty is unavailable, the resident should contact the Hall Director on Duty.
4. Any time a staff member unlocks a room, the occurrence will be documented and added to your housing file.
5. Each student gets three "free" lockout per semester. Any subsequent lockout after your first occurrence will result in a \$10 charge.
6. Lockout fines can be paid at the Cashier's office (State Hall).

### 3.4 Extra Charges

Extra charges are not limited to those listed here and may be assessed when found necessary. Examples of extra charges include excessive use of electricity by leaving lights or appliances on when absent from the room, excessive use of utilities due to extra appliances/equipment, cleaning charges, etc.

## **4. Guidelines, Polices & Procedures**

The following section lists general policies and conduct expectations for residents living in the halls. The purpose of these policies is to provide a safe and healthy living and learning environment for all residents. It is understood that a regulation covering every possible conduct situation cannot be specifically stated. Residents are asked to use good judgment and not infringe upon the rights of others.

### 4.1 Housing Eligibility

- A. Students enrolled as a full-time student (min. of 12 credit hours) of the ASU -Beebe system, including students enrolled in ASU-Jonesboro programs on the Beebe campus.
- B. Housing payments must be kept current.

### 4.2 Study Rooms/Commons Areas

Study rooms and common areas are for residents and their guests. Guests are permitted during designated visitation hours. Common area furniture requires special care and is the responsibility of all residents of the hall. Residents are responsible for the actions of their guests. Excessive noise, disorder, and public indecency are not permitted. The staff has the right to ask any resident or guest to leave. Common area furniture should be used only as it has been designed and is not allowed to be taken into resident rooms.

### 4.3 Automobiles and Parking

ASU - Beebe has open parking, and students are welcome to use available spaces. Thirty minute, short term parking spaces are available for your

### 4.4 Fire Equipment

Necessary equipment for fire safety has been placed in residence halls. Residents should familiarize themselves with the location of this equipment. It should not be tampered with or removed unless needed for a fire. Fire equipment and alarms are covered under state laws which will be enforced. Students caught pulling fire alarms may face felony charges. Areas are under 24 hour video surveillance.

Fire sensors and sprinklers are installed in each room and are hard wired into the building. Tampering with these items will trigger an alarm. At no time are these items to be tampered with. Tampering with fire equipment will result in disciplinary action.

Routine fire drills will be conducted no less than once per semester. Fire drill procedures will be discussed at required meetings. All residents must participate in fire drills and immediately exit the building. Students failing to evacuate a building during a fire/fire drill will be subject to disciplinary action.

### 4.5 Custodial Care

Custodians will clean and care for public areas such as study rooms, common areas, computer labs, and hallways. You are responsible for keeping your room and bathroom clean. A divided chore list for bathroom cleaning will be recommended during the required floor meetings. Please keep public areas tidy.

The grounds around each residence hall are a part of the overall building area. Students are asked to please remove all trash they are responsible for taking outside and keeping the outside areas neat and tidy.

### 4.6 Visitation

Visitation is a privilege that can facilitate personal and social development and enhance the quality of life on campus. However, some limitations are placed on visitation in order to protect the privacy rights of all students and to encourage an atmosphere appropriate for an academic community. The privilege of having guests hinges on the fulfillment of your responsibilities as a resident of your floor, hall, and the university community.

The following visitation policy must be observed:

1. Visitation in the residence halls will be voted on and will either be: by resident is permitted on Sunday-Thursday Noon to 11pm and Friday-Saturday Noon-2am. Or Sunday-Thursday Noon to Midnight and Friday-Saturday Noon-Midnight. After visitation hours only visitation by corridor.
2. Each resident has a right to privacy that outweighs his/her roommate's visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave. No one should abuse this right by making unreasonable demands. No Knocking on doors after visitation hours have ended.
3. Guests must enter and exit through the front lobby entrance and check in at

6. The residents of either hall may further limit the above stated visitation hours or days by a 2/3 vote of the students living in the hall.
7. The Dean of Students may alter the visitation schedule, with prior notification, if special circumstances deem it necessary.
8. Participation in visitation involves the specific agreement that resident assistants or others representing the University may check rooms when guests are present.
9. Residents may have one guest. No more than four people may be in a room. The Hall Director may grant an exception to this policy for members of a student's immediate family. Parents must wait for residents in lobby.
10. Students violating the visitation policy or the right to privacy of others will be subject to disciplinary action and possible loss of privilege.
11. The only exception to the visitation boundaries established in this policy is during move-in or move-out when there is a need for help in moving heavy items. The Hall Director can then give permission for guests to be on the floors to help. This is temporary permission, and guests are required to leave after the move-in or move-out is made. Check with your Hall Director if you need help and want this special permission.

#### 4.7 Overnight Guest

Residents are permitted one overnight room guest of the same sex and are responsible for their conduct. Overnight guests are permitted, if space is available, Friday and Saturday nights only.

Guests must be registered with the Residence Hall Director no later than 8:00 p.m. on the evening the guest stays.

Overnight guests must be at least 18 years old.

#### 4.8 Study Hours

Study hours are set aside to provide for academic preparations and will be strictly observed. Study hours begin at 10:00 p.m. and continue to 8:00 a.m. Excessive noise, to be determined by the residence hall staff, is prohibited in and around the residence hall.

#### 4.9 Residence Hall Hours

Residence hall entrances are locked 24 hours. Residents may enter or leave only through the entrance door for which they have access. Students are not to open doors which are locked for security purposes or fire emergency exit only.

#### 4.10 Trash Removal

All residents are expected to remove personal room trash and dispose of in the dumpster located at the end of the building. Room trash should not be placed in common areas. Students discovered to leave room trash in common areas will be referred for disciplinary action.

#### 4.11 Social Media

Making abusive, harassing, or obscene comments online or on social networking websites is a violation of University rules and regulations. The Office of Residence Life and the University Police cooperate fully in enforcing the policies prohibiting the use of this type of behavior and speech. If you should receive annoying, harassing, or obscene messages, contact your RA or Hall Director. You may also contact the University Police if you are not able to immediately locate a residence hall staff member. Situations involving these types of messages will receive swift and appropriate action.

#### 4.12 Cooking

Cooking in rooms is strictly prohibited for the following reasons:

- A. Fire regulations do not permit it.
- B. It can damage the floors and desks.
- C. There are no vents for odors.
- D. It creates a pest problem.

Residents are allowed to have a microwave (1,000 watts or less) and a refrigerator (3.3 cubic ft. or less).

#### 4.13 Decorations

You are encouraged to decorate your room if you wish. You must abide by these rules/expectations:

- A. You cannot hang anything that would be visible from the outside on your window. You cannot hang anything on the blinds.
- B. Do not use nails, staples, stickers, sticky-tack or paint on painted surfaces. Use masking tape or scotch tape which will not take the paint off when removed. Use of command hooks is permitted. Residents may not paint their rooms.
- C. Do not remove furniture from public areas.
- D. For fire prevention, no large flags, sheets or similar draping may be used to separate room areas.

#### 4.14 Loss or Theft

The University is not responsible for the loss or theft of any item. If an item has been stolen, it should be reported to the Residence Hall Director immediately. Residents should utilize the deadbolt locks on their doors when not occupying their rooms.

#### 4.15 Room Check

A room check or inspection may be made by University staff in the performance of their official duties when deemed necessary (i.e. when an official believes a violation has occurred inside of the room).

#### 4.16 Smoking/Tobacco Use

ASU-Beebe is a tobacco-free campus. This includes smokeless tobacco products. Smoking and use of tobacco products is prohibited inside campus buildings and on campus property.

#### 4.17 Hygiene

Residents are expected to maintain high levels of hygiene both personally and within their living space. Failure to maintain an appropriate level of hygiene can result in referral for disciplinary action.

#### 4.18 Use of Electrical Cords

- A. All extension cords must be U.L. approved.
- B. Use only two (2) appliances to one cord.
- C. Do not use multiple head plugs.
- D. Use only one extension cord for each outlet.
- E. Electrical appliances with heating coils should not be used with extension cords. Electrical heaters and electric blankets are not allowed.
- F. Power strips are strongly suggested for the protection of residents' electronic/electric equipment.

#### 4.19 Room Furniture

Each resident room is furnished with room furniture. Single rooms are equipped with an adjustable full size bed, dresser, desk, side table and desk chair. Double rooms are equipped with two twin XL adjustable beds, two dressers, two desks and two side tables. Side tables have a safe for personal belongings.

#### 4.20 The following are not permitted:

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, residence hall students are expected to follow the Student Code of Conduct listed in the Student Handbook and in addition, the following are not permitted:

- A. Knowingly, recklessly or negligently obstructing any fire exit in a residence hall or at a residence hall-sponsored activity.
- B. Knowingly or recklessly using or possessing in a residence hall, or at any residence hall-sponsored activity, any object or substance designed to inflict a physical injury. Examples include: all firearms, pellet guns, ammunition, knives with blades longer than five inches, clubs and switchblade knives.
- C. Attempting suicide or repeatedly threatening suicide.
- D. Propping entrance doors.
- E. Knowingly, recklessly, or negligently causing any object to be thrown or dropped from a residence hall.
- F. Knowingly furnishing false information to Residence Life or to any staff member acting for Residence Life.

- G. Knowingly or recklessly interfering with the normal operation of a residence hall including, but not limited to, visitation and study hour rules.
- H. Knowingly or recklessly playing any audio device in a manner which unreasonably interferes with the ability of another resident to use and enjoy his/her assigned room or common area.
- I. Possession, use and/or distribution of alcoholic beverages or alcohol paraphernalia, in any form, in or about the residence halls, including public intoxication. No water pong.
- J. Use of tobacco products on/inside campus properties.
- K. The use of knives in the common areas. If you use of a knife in a common area you will be removed from housing.
- L. Disorderly conduct, such as but not limited to, lewd, indecent or obscene conduct or expression.
- M. Use, manufacturing, distribution or possession of drugs, narcotics and/or chemicals without medical prescription.
- N. Use of electronic media to threaten, harass, intimidate or agitate the community environment.
- O. Gambling in the residence halls.
- P. Use of candles, incense, fireworks or other potential fire hazards.
- R. Possession of pets, except for fish in a maximum of 25 gallon tank.
- S. Laser light pointing devices.
- T. Access to the roof.
- U. Failure to comply with directions, verbal or written, of residence hall or university staff acting in the performance of their duties.
- V. Cooking utensils and hot plates are prohibited in the Residence Halls.

#### 4.21 Residence Hall Judicial Process

Residence Life judicial proceedings play a supportive role in the development of responsible student behavior. If the behavior of a student conflicts with established community standards, the judicial process seeks to increase the student's sensitivity to the personal and social consequences of his or her behavior. Policy violations originating in the residence halls that include, but are not limited to, most of the policies found in the Residence Hall Manual will be adjudicated through the residence hall judicial process.

The actions imposed in the conduct process may include conciliatory, educational, and disciplinary measures designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the judicial proceedings is educative, the hearings are non-adversarial, confidential, and not to be considered analogous to court proceedings. A formal process is considered necessary to ensure a well functioning, equitable system which protects the rights of all concerned and is consistent with the judicial process. For a full explanation of student rights and obligations see the Student Handbook.

**A. Charges**

1. Any member of the Residence Hall community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the building Hall Director. The charges should contain the date, time, location, names of individuals involved, details of the incident, and the name of the person submitting the report. Any charge shall be submitted as soon as possible after the event takes place, preferably within five (5) working days.
2. The building Hall Director will conduct an investigation to determine if the charges have merit and/or if they can be disposed of by mutual consent of the parties. Charges shall be delivered to the accused student in written form by the Hall Director as part of the investigation so that the student may make a full and complete response to the charges. If the parties reach an agreeable solution, the matter will be deemed final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Hall Director will report the matter to the Dean of Student. The Dean of Students shall then review the matter to determine if a hearing is necessary.
3. A time shall be set for a hearing, not more than ten (10) school days after the Dean of Students has determined that the charges cannot be disposed of by mutual consent. Maximum time limits for scheduling hearings may be extended at the discretion of the Dean of Students.

**B. Hearings**

After reviewing all charges and evidence, the Dean of Students will determine the appropriate course of action.

1. **Administrative Disciplinary Hearing**  
An Administrative Disciplinary Hearing for Residence Life matters shall be conducted by the Dean of Students or a Judicial Advisor appointed by the Vice Chancellor for Student Services. An Administrative Disciplinary Hearing shall be conducted when: a) suspension or expulsion from the university are not potential sanctions, or if b) the student admits responsibility for the violation and requests that the University take whatever action seems appropriate. Hearings shall be conducted according to established guidelines (see Article IV, section C).
2. **Student Conduct Committee Hearing**  
The Student Conduct Committee shall be convened when suspension or expulsion from the University are potential sanctions. The committee shall consist of faculty members, staff members, and students appointed by the Chancellor of ASU Beebe or designee. At least three members of the Student Conduct Committee must be present at the hearing.

**C. Hearing Guidelines**

1. Hearings shall be conducted according to the following guidelines:
  - a. Hearings normally shall be conducted in private. At the request of either party, Hall Director or the Dean of Students, others may be authorized to attend the hearing.
  - b. In hearings involving more than one accused student, the Dean of Students at his/her discretion may permit the hearings concerning each student to be conducted separately.
  - c. The complainant and the accused have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. The advisor may not be an attorney.
  - d. The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the parties. The Dean of Students may also question witnesses.
  - e. Pertinent records, exhibits and written statements may be presented as evidence for consideration.
  - f. All procedural questions are subject to the final decision of the Dean of Students.
  - g. After the hearing, the Dean of Students shall determine whether the student has violated any section of the Residence Life policy, or University Code of Conduct which the student is charged with violating.
  - h. If it is determined that the student is responsible for any violation of the Residence Life policy or University Code of Conduct, the Director of Student Life shall determine sanction(s) and notify the student in writing, and send a copy of the decision to the Vice Chancellor for Student Services.
  - i. The standard for disciplinary decision making shall be by a preponderance of the evidence.
2. Except in the case of a student charged with failing to obey the notice for a hearing, no student may be found to have violated Residence Life policy or the University Code of Conduct solely because the student failed to appear. In all cases, the evidence in support of the charges shall be presented and considered.



**D. Disciplinary Sanctions**

1. Residence Life Judicial Process sanctions include:
  - a. EDUCATIONAL SANCTIONS – Papers, counseling, behavioral contracts, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
  - b. Reprimand – (a) Oral reprimand – An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand – A written statement of disapproval prepared by a designated person and delivered to the student.
  - c. Restriction/loss of privileges – the withdrawal of specified privileges for a specified period of time. Privileges can include (a) coeducational visitation privileges in residence halls; (b) removal from a particular room, floor, or residence hall; (c) or as appropriate to the violation.
  - d. University service – Completion of a specified number of hours of University service under supervision of university personnel designated in writing.
  - e. Restitution – Compensation for loss or damage incurred to the University or a member/guest of the University community.
  - f. RESIDENCE HALL PROBATION (with or without sanctions) – Notice that further Breach of Residence Life policy, as specified, may result in more stringent disciplinary action, including removal from housing, as may be consistent with the offense committed. The period of probation shall be specified in the decision.
  - g. EXPULSION—Permanent severance of the student’s relationship with Arkansas State University-Beebe.
  - h. Housing Penalties – (a) expulsion from University housing; (b) suspension from housing; (c) housing relocation; (d) residence hall restrictions; (e) other sanctions as warranted by the evidence.
2. More than one of the sanctions listed above may be imposed for any single violation.

**E. Interim Suspension**

In certain circumstances, the Vice Chancellor for Student Services, or a designee, may impose a University or Residence Hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed when the student poses a definite threat:
  - a. To the safety and well-being of members of the University community or University property;
  - b. To the student’s own physical or emotional safety and well-being; or
  - c. Disruption of or interference with the normal operations of the Residence Halls.
2. During the interim suspension, students shall be denied access to the Residence Halls and possibly all other University activities or privileges for which the student might otherwise be eligible, as deemed appropriate.

**F. Appeals**

1. A decision reached by the Dean of Students or Judicial Advisor in an Administrative Hearing may be appealed by the accused student(s) or complainant(s) to the Vice Chancellor for Student Services within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice Chancellor for Student Services.
2. The Vice Chancellor for Student Services, or a designee, shall hold appellate jurisdiction of Residence Life policies.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that Residence Life policy or University Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal to those allegations.
  - b. To determine whether the decision reached was supported by substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Residence Life policy or University Code of Conduct occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of Residence Life policy or University Code of Conduct, which the student was found to have committed.
  - d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing when such evidence and/or facts were not known to the person appealing at the time of the original hearing.
4. Review of the sanction by the Vice Chancellor for Student Services, or a designee, may not result in more severe sanction(s) for the accused student.
5. The Vice Chancellor for Student Services, or a designee, has three days to reach a decision on the matter and notify the student in writing of any discipline imposed. The decision of the Vice Chancellor for Student Services, or a designee, shall be final.

**G. Student Complaints/Grievance Procedures**

Informal/formal guidelines have been established for students who feels that an error has been made, or that University personnel has not acted fairly or properly. These procedures are listed in the Student Handbook (p. 41).

**5. General Campus Guidelines**

General campus information and policies are listed in the Student Planner and Handbook provided during check-in. Read it carefully. Having the right information at the right time could prove invaluable to you.

The University reserves the right to alter, modify, suspend or add rules, regulations and policies as deemed necessary. The Master Student Handbook is on file in the Vice Chancellor for Student Services office. Changes will be posted on the ASU-Beebe website.

## 6. University Sanctions

Violations of university policies and all other rules and guidelines can result in sanctions being imposed against the offender(s). The Student Handbook deals with "Breaches of Conduct" and the possible disciplinary action which could result. Residents should familiarize themselves with these sections.

## 7. Services

### 7.1 Food Service

The University Café is located in the Student Center. Dining facilities are available for residents, commuting students, faculty/staff, and members of the community. In addition to the University Café, vending service is offered at various locations on campus.

Resident students must present their ASU-Beebe ID to utilize the meal plan. Residence hall accommodations are operated on a room and board plan; that is all students living in the residence hall system must pay for the two services. Residents with special diet concerns should consult with the Dining Services Manager. The University Café is open during the regular session of classes and serves three meals per day, Monday through Friday. Weekends and vacation periods are not included in room and board charges. Room and board charges are stated on the university website.

Serving hours are provided to each resident upon check-in. Please consult the Student Life Office if you have a class schedule conflict with the serving hours. Carry out meals are available when class conflicts occur. Carry out meals must be approved by the Dean of Students. Residents are not allowed to share food or take meals from the dining area unless approved by the Dean of Students. The Dining Services Manager and staff are responsible for supervising and enforcing student conduct rules in the University Café. They may take immediate action and report misconduct to the Dean of Students for disciplinary action.

### 7.2 Emergency Phones

There are emergency phones located on each floor in the landing area. These phones are for emergency use only.

### 7.3 Laundry Room

Each residence hall has a laundry facility on the first floor. The cost of laundry services is included in the room and board fees assessed to the resident student account.

Residents can access information online at [www.laundryalert.com](http://www.laundryalert.com) and view the machines that are available and can receive a text message when the laundry cycle is complete.

Residents should only use the laundry services for personal laundry. Abuse of the laundry services could result in additional fees to a resident or increased fees to all residents.

### 7.5 Postal Service

Key-locked mail boxes and a letter drop are located in State Hall to provide postal service for resident students. Keys are issued by the University Police Department when students move into the residence halls.

Your mailing address is:

Pizza Delivery address is:

Your name

P.O. Box 1000

ASU-Beebe, # \_\_\_\_\_

Beebe, AR 72012

Legacy Hall

1001 W. Iowa St.

Horizon Hall

1001 W. Iowa St.

Outgoing mail should be deposited by 3:00 p.m., Monday-Friday. Students moving from the residence halls will have mail forwarded to their home address for a maximum of 3 months. After 3 months, any incoming mail will be marked return to sender.

### 7.6 Computer Internet Access

Internet connection is provided in each room through a high speed cable modem. Students can access the internet using an Ethernet cable (not provided) for direct connection to the internet port, or can furnish a wireless router (not provided) for personal use of the internet connection. Students choosing to use a wireless router are encouraged to set up a password for better protection.

All students should have virus protection on their computer. ASU-Beebe Computer Services only provides service to university owned computers. Students are not allowed to illegally download information. Students found to have illegally downloaded information will be subject to university disciplinary procedures.

Several computers with internet connection and printers are available in the computer lab. The computer lab policy is included in this manual. Hours are determined by each Hall Director.

Students are expected to abide by the Appropriate Use of Information and Technology Resources Policy which is available on the ASU-Beebe website. Included in this policy is information concerning illegal downloads, excessive use and inappropriate behavior. Students found in breach of this policy will be referred for disciplinary action.

### 7.7 Maintenance

If anything in your room is in need of repair, please report it in writing to the Hall Director using a maintenance request form. The maintenance request forms are available at the front desk or from the Resident Assistant.

7.8 Health Services

Illness or injury should be reported to the Hall Director immediately. The University does not maintain a health clinic. Each student should have an emergency information card on file with the Hall Director. Returning students should update their card. In the event of illness, accident or injury, the University assumes no liability either expressed or implied. A low cost voluntary student group insurance plan is available. See the Vice Chancellor for Student Services for information and an application.

**8. Programming**

Regularly scheduled programs will be presented on timely topics and issues. Residents are encouraged to take advantage of these programs offered on campus. Suggested topics for programs of interest are welcome.

**9. Residence Hall Council**

The Residence Hall Council is an organization which promotes leadership skills and a sense of community within the residence halls. Membership is open to all residents who live on campus and students are encouraged to participate as members and/or officers. Copies of the Constitution are available from the Residence Hall Council advisor(s).

**Computer Room Policy**

1. For residence hall student use only.
2. Class-related assignments and research will take priority over games, social networking and other activities of a recreational nature.
3. Use of non-authorized monitoring software and malicious scripts intended to impede or deny service is prohibited. Hacking of user accounts, including passwords or another person's e-mail is not allowed.
4. No food or drink in the computer lab areas.
5. Pornographic web-sites are prohibited.
6. Any malfunctioning equipment or other problems must be reported immediately using a Maintenance Request Form.
7. Do a complete shut down (close all programs/windows and select *Shut Down* from the Start Menu) before turning off the power to the computer.
8. Clean your area.
9. Loss of privilege will result from disregard of these rules. If you have any questions, please ask your Hall Director.

RESIDENCE HALL CONTRACT (text)

It is the policy of the University that students contract for room rent on an academic year basis. Residence hall accommodations are operated on a room and board plan; that is, all students living in the residence hall system must pay for the two services. Rooms may be occupied and meals will be served in accordance with the University Calendar, which is subject to change by the University. Periods of official vacation and periods between semesters are not covered by room and board fees.

All single students attending Arkansas State University-Beebe who have completed less than 45 hours and are under 21 years of age are strongly encouraged to live in on-campus facilities unless living with parents or immediate relatives.

A \$150.00 deposit, payable to Arkansas State University-Beebe, is required for each applicant. The deposit, less \$20.00 administrative charges, is refundable to the student if written notice of cancellation is received by the Dean of Students prior to July 31 for the Fall term and December 15 for the Spring term. (For non-returning residents, the Spring deadline is January 5.) The deposit is forfeited if the assignment is terminated prior to the end of the semester.

Students will receive written notice stating their room and residence hall assignment prior to beginning of the academic semester. Room assignments will be honored until 5:00 p.m. on the third day of class, after which time the reservation will be cancelled and the deposit retained by the University unless the Dean of Students is previously notified of a delay in arrival. Upon late arrival, if a student's assigned room has been filled, another room will be provided if available.

Returning students are given priority on room assignments. New student assignments are made on a priority basis according to the date the application and deposit are received by the University. Therefore, it is important to return the application and deposit at the earliest possible date. Single rooms are offered on a space available basis. Every effort will be made to fulfill residence hall requests.

The University reserves all rights in connection with room assignments or termination of their occupancy. Occupants of the residence hall rooms are held liable for damage to the University property within the room, the building, and all other University property they use or to which they have access. The University does not discriminate in housing policies or practices.

REFUND POLICY: Students will not be released from the binding room and board contract, or refunded any part of the room and board payment, except for the following reasons: graduation or withdrawal from the university, unanticipated financial hardship, documented medical problems, marriage, student teaching or internship. To be released from financial obligation, the student must submit a Contract Release Request. The student whose relationship with Arkansas State University-Beebe is severed (for whatever reason) during the semester of enrollment will forfeit his or her deposit and pay any charges placed against matriculation, such as library fines, breakage, etc. The \$150.00 deposit, less \$20.00 and any charges for damages, will be refunded upon the proper conclusion of the use of the room and completion of an official check-out from the residence hall system. If damages exceed the deposit, the student is liable for any excess charges.

## 2015-2016 Residence Hall Openings & Closings

### Fall, 2016 semester

<b>August 15</b>	<b>8:00 AM</b> Halls open for Fall semester
<b>November 18</b>	<b>5:00 PM</b> Halls close for <i>Fall Break/Thanksgiving</i>
<b>November 27</b>	<b>12:00 PM</b> Halls reopen
<b>December 13</b>	<b>5:00 PM</b> Halls close for <i>Semester/Winter Break</i>

### Spring, 2017 semester

<b>January 15</b>	<b>12 PM (noon)</b> Halls open for Spring semester
<b>March 17</b>	<b>5:00 PM</b> Halls close for <i>Spring Break</i>
<b>March 26</b>	<b>12:00 PM (noon)</b> Halls reopen
<b>May 5</b>	<b>5:00 PM</b> Halls close for <i>Summer Break</i>

### Summer, 2017 session

<b>May 17</b>	<b>8 AM</b> Check in for all summer and 1st Session only
<b>July 2</b>	<b>8 AM</b> Check in for 2nd Session

## Emergency Phone List

### Fire:

*(dial numbers in order given)*

<b>Fire Department:</b>	<b>882-5600</b>
<b>University Police Dept.:</b>	<b>882-8851</b>
<b>Cell Phone:</b>	<b>1-501-278-9629</b>
<b>Beebe Police:</b>	<b>882-3365</b>

### Medical Emergency Telephone #'s:

*(dial numbers in order given)*

<b>University Police Dept.:</b>	<b>882-8851</b>
<b>Cell Phone:</b>	<b>1-501-278-9629</b>
<b>Ambulance:</b>	<b>882-3365</b>
<b>White County Emergency:</b>	<b>911</b>

### Other Important Telephone #'s:

<b>University Police Dept.:</b>	<b>882-8851</b>
<b>Cell Phone:</b>	<b>1-501-278-9629</b>
<b>Student Life Office:</b>	<b>882-8951</b>
<b>Horizon Hall Director:</b>	<b>882-8918</b>
<b>Legacy Hall Director:</b>	<b>882-8904</b>
<b>Student Success Center:</b>	<b>882-8906</b>
<b>Financial Aid Office:</b>	<b>882-8845</b>
<b>Learning Center:</b>	<b>882-8867</b>
<b>Cashier's Office:</b>	<b>882-8850</b>
 <b>RA on Duty:</b>	 <b>288-0004</b>

# People I Meet...

Name \_\_\_\_\_

Room # \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_

Room # \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_

Room # \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_

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Room # \_\_\_\_\_ Phone # \_\_\_\_\_

