



Southern Arkansas University Tech

# HOUSING MANUAL

2022-2023



# HOUSING MISSION

*The Student Life Office is a department within the division of Student Services. We seek to develop and sustain diverse learning centered communities that support and enhance the educational mission of Southern Arkansas University Tech. Our mission 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. Through partnership with the college community, we are committed to providing quality programs, services, and facilities for students in a caring, responsive, and efficient manner that reflects the highest standards of Southern Arkansas University Tech.*

## **Southern Arkansas University Tech-Statement of Nondiscrimination**

*Southern Arkansas University Tech does not discriminate on the basis of race, color, national origin, ethnic origin, sex, age, disability, or protected veteran's status in employment or the rights, privileges, programs and activities generally accorded or made available to students at the school, administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination applies to educational activities, employment, access and admissions, scholarship and loan programs, and athletic and other school-administered programs.*



The contents of this housing manual are subject to change without prior notice. A current manual will be available on the SAU Tech website.

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# *Welcome Residents!*

Welcome to Southern Arkansas University Tech! We are excited about you choosing SAU Tech to continue your education but more importantly you choosing our housing experience. This experience should be enjoyable, fun and educational. We also expect you to meet new friends and develop lifelong relationships beyond anything that you could ever imagine.

This manual is designed to equip you with the policies, procedures, and general information about our residential life. This manual does not cover every possible situation, but informs you about what to expect and what is expected of you. The resident assistants, community advisor, Director of Housing and the Dean of Student Life and Housing are eager to assist you with anything you might need.

Remember, it is your responsibility to learn this housing manual. For more housing information, please visit our housing page.

Housing Webpage: [www.sautech.edu/housing/](http://www.sautech.edu/housing/)



# **HOUSING STAFF**

## **DEAN OF STUDENT LIFE AND HOUSING**

The Dean of Student Life and Housing is responsible for providing leadership and direction for the department of Student Life including student activities, housing and student discipline. The Dean of Student Life and Housing reports directly to the Vice Chancellor of Student Services.

## **DIRECTOR OF HOUSING**

The Housing Director is responsible for room assignments, work orders, housing eligibility, maintaining documents pertaining to housing and residents and providing leadership to the resident assistants and a community advisor. The housing director will handle all disciplinary actions in accordance with the institutional policies and housing procedures along with the Dean of Student Life and Housing. The housing director is also responsible for overseeing the resident assistants, inspecting student housing apartments. After normal business hours, the housing director on-call contact person for campus. The housing director shall also reside on campus in the main complex.

## **COMMUNITY ADVISOR (CA)**

The CA serves as a role model to residents, provide individual advisement and counsel or refer to someone who can be of help, assist in general management of the apartment complex, and explain, confront, and report violations of housing and/or policies and regulations. They are also responsible for other duties as needed.

## **RESIDENT ASSISTANTS (RA)**

The Resident Assistants (RAs) reside in SAU Tech housing. Some of the duties of the RAs include advising students, providing information, conducting room inspections, monitoring the visitation process and developing plans and programs for housing. The RAs must also enforce housing policies and report any housing policy violations to Housing Staff. Any disagreement with the RAs may be resolved by appealing the RAs decision to the Housing Director. Any disagreement with the Director may be taken to the Dean of Student Life and Housing.

# HOUSING POLICIES AND GUIDELINES

SAU Tech Housing offers suite-style apartments and dormitory style housing for students. A dayroom and laundry facility is located in the main complex on campus.

## Housing Contract

Residents who do not read their contract often misunderstand and misinterpret their obligations. This can result in forfeiture of the application/damage fee, damage charges, or other financial losses. It is very important that each student realizes that he/she has signed a legal document to reside in an apartment for that particular semester. The housing contract is only for one semester. At the beginning of each semester, the resident must sign a new one.

## Housing Move-In

Students may move into their apartment at the time specified by the housing calendar at the beginning of each semester. The student must notify the Housing Office in advance if he/she needs to check-in at a time after the designated date and time.

## Application/Damage Fee

A \$100 application/damage fee must be on file prior to move-in into an apartment. The application/damage fee does not secure your room, only payment in full. This fee is on file in case of the sudden move-out of the resident or damages to the room after move-out in the spring.

1. The student successfully completes the term of the lease minus any charges for fines and damages.
2. The student is academically disqualified.
3. The student is removed in consideration of health interests upon approval of the Dean of Student Life and Housing or Director of Housing.

The application/damage fee will be forfeited under the following conditions:

1. Improper room check-out.
2. Damage charges.
3. Breaking contract agreement before the end of the semester.
4. Suspension from housing due to disciplinary actions.
5. If a student is no longer considered a student at any time (dropping to zero credit hours), he/she will be required to move out of housing. Exceptions to this policy may be made by the Dean of Student Life and Housing or Director of Housing.

## **Room Rates**

Room rates are stated in the current catalog and on the SAU Tech housing website. Room and Board is subject to change. Full payment or payment arrangement must be made prior to completing a reservation. Full payment should be made with the SAU Tech Business Office (870) 574-4503 or (870) 574-4461.

### FALL/SPRING HOUSING REFUND PERCENTAGES:

Week 1: 90% Refund  
Week 2: 75% Refund  
Week 3: 50% Refund  
Week 4: 25% Refund  
Week 5: 0% Refund

### SUMMER HOUSING REFUND PERCENTAGES:

Week 1: 75% Refund  
Week 2: 50% Refund  
Week 3: 0% Refund

## **Move-out Procedures**

In preparation for move-out, a mandatory meeting will be held prior to the end of each semester. This meeting is vital to making sure that move-out goes smoothly and that the resident is informed. The resident's attendance is important and must be there to avoid fines.

To complete checkout, the resident must return the Check-out form provided at the mandatory meeting and the keys assigned to him/her to the Housing Office. This form allows for a checklist for the student in the event that the rooms are left not cleaned. In the case that the resident loses the form and/or keys, he/she must still report to Housing Staff so that it can be noted that the resident has in fact vacated their assigned apartment.

Residents will be charged for any damages to the apartment occurring during the term of their occupancy, failure to properly clean the apartment prior to the monthly inspection, check out inspection, and/or loss of assigned keys.

Please do not leave any belongings in the room after the move out date. If you feel that you need to make arrangements to come back and retrieve anything, contact the Office of Student Life & Housing to make those arrangements upon checking out. The College will not assume any responsibility for property left behind.

## Check-out Procedures

1. Housing staff will meet with all residents approximately 2 weeks prior to the move-out date and provide details regarding cleaning procedures for move-out (See mandatory meeting dates).
2. Please inform the Housing Office of housing plans for the upcoming semester. If you plan to live in on-campus housing the next semester, resident must:
  - a. Complete and return the **check-out form and indicate intent to return.**
  - b. Leave the application/damage fee on file from the previous semester.
  - c. Make payment to the Business Office.
3. Set an appointment for the check-out inspection with housing staff.
4. Turn in room and mailbox key and the check-out form upon completion of checkout procedures.

If student moves out of housing after week 1, he/she will forfeit the application/damage fee and will be entitled to the appropriate refund percentage. For the purpose of this paragraph, student cannot officially move from housing without giving notice to housing personnel and following checkout procedures.

Additional fees could be charged in the event clean up procedures are not followed. Any fees charged may be divided equally among each resident of the room/suite. Any charges will be due and payable upon receipt of a bill from the Business Office. Should this situation occur, a hold will be placed on the resident's transcripts and registration until the bill is paid in full.

All items or belongings left in resident's apartment will be stored for one week. If the resident does not claim his possessions within one (1) week, it will be disposed of with the University assuming no responsibility for this property. Fees may be charged for the removal of items left in the apartments by residents.

**\*Please note that failure to check out will result in forfeiture of resident's housing application/damage fee. Additional charges may be levied for any damages or cleaning deficiencies.**

## Room Assignments

Every effort is made to honor room and roommate requests; however, SAU Tech assigns both. In extenuating circumstances, students may



request to change room assignments but only with advance approval from the Housing Director or Dean of Student Life and Housing.

SAU Tech does not discriminate in assigning students to housing on the basis of race, religious affiliation, or national origin. SAU Tech reserves the right to reassign living assignments when deemed necessary. Rooms are secured based on the date of full payment being made and availability. Room assignments are secured on a first-come first-serve basis with **current residents** having a priority.

For the sake of this manual, a **CURRENT RESIDENT** is defined as a **resident that resides in housing the semester prior to the upcoming semester. *This definition applies throughout the manual.***

# ABOUT WHERE YOU'RE STAYING

Your apartment will be your home away from home while on campus. Not only is it a place to keep your belongings and sleep, but also it functions as your study and hang out area. You could possibly have to share your space with three (3) or four (4) other students and because of that learning more about each other will help you during this period. Arrange study periods, visits, and rest periods around each other. No one likes to be inconvenienced, and this is a great way to begin wonderful relationships!

## Eligibility

1. Student must be enrolled in at least nine (9) hours in the Fall and Spring semesters and three (3) hours in the Summer sessions. An exception can only be made by the Housing Director or Dean of Student Life and Housing.
2. Housing payment must be made to the business office prior to taking occupancy of room.

Your credit hours will be monitored periodically throughout the semester to ensure that you remain eligible as a SAU Tech student.

At this time, campus housing is for college students only. It is not designated for those who are in concurrent or adult education programs.

## Accommodations

1. Any student needing accommodations from disability services need to contact the office of Disability Support Services to coordinate services and make accommodations for students with disabilities.
2. SAU Tech does not have housing for families, single parents or married couples.
3. Pregnant students' on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant students.

## Dayroom

The dayroom is for housing residents and their guests. Each resident is allowed one (1) non-resident guest and must accompany them at all times. If the resident leaves the building, the non-resident guest must leave. Non-resident guests must abide to visitation hours. Any SAU Tech

housing resident may use the dayroom at any time. The dayroom is open 24/7 unless an exception is made by housing staff or campus police.

Residents are responsible for the actions of their non-resident guests. Excessive noise and disorder are not permitted. The staff has the right to ask any resident or non-resident guest to leave.

Dayroom furniture should be used for the purpose that it was designed. Report any damages to the dayroom to housing staff. Dayroom policies include:

- a. **If you mess it up, clean it up!!**
- b. No food or drinks on the pool table.
- c. Use the grey pool chalk provided (do not use blue chalk).
- d. No sitting on the pool table, bar, coffee table or gaming table.
- e. Do not remove any equipment, furniture or supplies from the dayroom.
- f. Report any damages to equipment immediately.
- g. Games (i.e. dominoes, cards & board games) have been provided and must stay in the dayroom at all times. When you finish playing, return them to the proper location.
- h. Absolutely no horseplay.
- i. Do not monopolize the equipment or furnishings in the dayroom. They must be shared by all.
- j. Turn TVs off upon leaving Dayroom

The RA's will be spending a lot of time in the dayroom during their hours on duty and security cameras are in place for your safety and to ensure policies are followed. If damages should occur, the person(s) causing the damage will be solely responsible for repair and/or replacement cost. The RA's may ask assistance with cleaning up the dayroom and Housing Staff expects complete cooperation.

***\*The Dayroom may be closed at any time for abuse or neglect that the residents and/or their guests have contributed and will remain closed until further notice***

## **Laundry Facilities**

Washers and dryers are provided for housing residents **ONLY**.

Guidelines for the laundry facilities are as follows:

- a. Clean lint trap in dryer before each use.
- b. Clean any detergent spills from the washing machine or floor.
- c. Do not leave laundry unattended during washing or drying cycles.

- d. Items left in the laundry area for an extended period of time will be placed in bags and stored for 1 week at which time the articles will be disposed of. If the student does not claim his/her possessions within one week, it will be disposed of with the University assuming no responsibility for this property. Contact the Housing Office during regular business hours or the on duty RA if unattended laundry is found.

***\*SAU Tech is not responsible for lost or stolen items left in the laundry area.***

## **Furnishings**

### Rocket, Athletic and Blue & Gold Complex:

#### Room

2-Single beds  
2-Chest of drawers  
2-Desks  
2-Chairs

#### Kitchen

Full-sized refrigerator  
Garbage disposal  
Stove  
Table/desk  
Smoke detector

### Dormitory Complex:

#### Room

2-Single beds  
2-Chest of drawers  
2-Desks  
2-Wardrobe cases  
2-Desk Chairs

### SAU Tech Foundation Complex:

#### Room

2-Single beds  
2-Chest of drawers  
2-Desks  
2-Chairs

#### Living Room/Hallway

1-Couch  
1-Table/chair  
4-Table chairs  
Smoke detector  
Energy saving light bulbs

#### Kitchen

Full-sized refrigerator with freezer  
Garbage disposal  
Stove

Table/desk/microwave stand  
Smoke detector

Each stove vent hood has two (2) Stovetop Firestop fire extinguishers that will only discharge when a flame reaches the fuse.

\*Chairs – Must remain inside and are not to be used outside. You may bring your own chairs to use outside.

\*\* Garbage Disposals – Not all apartments have garbage disposals.

There are washer/dryer hookups in the off-campus apartment but **DO NOT** install washers/dryers in the apartments. If it is determined a washer and/or dryer has been installed, you will be fined!

If you are interested in bringing your own couch or recliner into your apartment, you must sign a furniture agreement that states that you are responsible for the proper removal of said furniture upon your departure from housing.

If these agreements are broken, you may be fined up to \$200 for failure to remove the appliances and/or furniture. We will then dispose of the property as needed. Fines may also be incurred for damages made while bringing the furniture in and out.

## **What you can bring to College!**

You are encouraged to decorate your rooms in any way that you wish that does not deface the room or damage housing property. **If your room has a corkboard, hang decorations on the corkboard only.** Do not use tape on the corkboards. Only use pushpins or thumbtacks on corkboards.

### Follow the guidelines below:

- a. Windows may be decorated with removable substances. Signs, tape, and tape residue should be removed from windows when no longer needed.
- b. Do not use nails, staples, stickers, sticky-tack, tape or paint on painted surfaces.
- c. For fire prevention, no large flags, sheets or similar draping may be used to separate room areas.
- d. Decorations of a questionable nature should not be positioned to be seen from outside of the room (See Housing Staff if you have questions).
- e. Decorating with alcoholic containers (bottles, cans, kegs, etc.) is not prohibited even when container is empty.
- f. Decorating with drug paraphernalia is prohibited.

## Room Care and Health & Safety Inspections

A resident "move-in inspection" form will be provided to you when you check into housing. Complete the form within 24 hours and as you check the room carefully, as damages which occur during the semester will be charged against your account. Notify any housing personnel of any damages that may occur during the semester. Housing personnel has conducted a detailed inspection prior to move-in noting any defects or damage to apartment.

Thermostats in SAU Tech housing should **never be set below 68 degrees** when in the cooling mode or **above 78 degrees** while in the heating mode. The On-Campus apartments have pre-programmed thermostats that are programmed for the range of 68-78 and should not be adjusted out of this range. Staff, including physical plant employees, who find violations, will report them which will result in resident(s) being fined for repairs and related costs associated with this violation.

Rising energy costs along with the national push for energy conservation are some of the reasons leading to this policy. Also running the air conditioner at low rates, such as 55 degrees can cause the units to freeze up. If you are having problems with your air conditioner, please do not continue to lower the temperature on the thermostat, but rather contact housing personnel so that a work order may be submitted.

**SAU Tech reserves the right to enter the apartments to perform maintenance or to perform health and safety inspections at any time.** Room inspections will be conducted on a regular basis. SAU Tech also reserves the right to require the removal of any item or prohibit any practice or activity, which in the judgment of the housing staff, endangers or could endanger the health, safety and welfare of students, college personnel or property.

If upon inspection, a resident is found to be in violation of any of the housing policies, the resident is expected to rectify any violations immediately. A follow up inspection will be conducted. If violations are not rectified, the resident may be subject to probation, fines and /or eviction.

All bedroom furniture is labeled and each resident will be assigned a furnishing number to identify their furniture. Residents are responsible for any damaged or missing furnishings. Furnishings are to remain in the rooms in which SAU Tech places them. If an item needs replacing contact your RA or Housing Personnel immediately. **DO NOT REMOVE ANY PROPERTY OF SAU TECH FROM THE PREMISES.**

If you do not have a roommate, you will be responsible for all furnishings in that room.

## **Maintenance**

The College's Physical Plant will resolve all maintenance requests. Room repairs and maintenance needs must be reported to the Resident Advisor or another member of the Housing Staff. Please, **DO NOT** attempt to make your own repairs. You may also go online to [www.sautech.edu](http://www.sautech.edu) to the housing page and click on 'Housing Work Order Report' to submit your work orders. Maid service is not provided, therefore, students are expected to maintain clean, healthful conditions in their rooms and in public areas. You may be fined due to health & safety aspects of a messy living area.

## **Personal Property**

SAU Tech assumes no responsibility for loss of money or property from student's apartment or common areas. Residents should utilize the deadbolt locks on their doors when not in their rooms.

Students are responsible for securing their own property against loss or theft. Report any incident of theft immediately to Campus Police at (870) 574-4517 or (870) 818-6353. If you are interested in a low cost voluntary insurance policy against loss or theft, contact the Housing Office. The College does not provide insurance for personal property; however, for your convenience, a portal is provided on our housing webpage to direct you to NSSI, a personal property company. You also should have received a brochure at move-in.

## **Protect Your Stuff**

- Jot down the serial numbers on your gaming equipment and other electronics. If something has been reported stolen, security can easily match your records and the stolen property.
- Purchase the personal property insurance that is available through NSSI or find your own company, but purchase some!! The portal on our page provides a **10% discount** to our students!!
- Lock your doors at all times.
- Purchase a lockbox for smaller items.

## **Housing Safety**

Campus safety means protecting people and property. SAU Tech's campus is a great place for students to learn and grow. However, like any other community, SAU Tech can have its share of accidents, crimes, and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings, and fellow students. Campus safety depends on everyone, including you.

### **Housing Safety Tips:**

1. Always lock your car and your room. Students will commonly leave their door unlocked if they are expecting a visitor or if they are going to be away for just a minute. Many thefts occur when the student is away from their room for just a few minutes. Do not loan out your key. Re-key locks when a key is lost or stolen.
2. Always lock your doors and 1st and 2nd floor windows at night. Never compromise your safety for a roommate who asks you to leave the door unlocked.
3. Never give your keys or your student id/keycard to anyone, even if they are your best friend. With your room keys, they can enter your room at any time that they want. With your student id, anyone who has it can enter your residential building anytime they want and also use your meal plans as they please.
4. Residence Halls have a central entrance/exit lobby where nighttime access is monitored, as well as an outside telephone which visitors must use to gain access.
5. Do not leave your identification, wallets, checkbooks, jewelry, cameras, and other valuables in open view. Avoid displaying large amounts of cash or other tempting targets such as jewelry or expensive clothing.
6. Program your phone's speed dial memory with emergency numbers that include "911 and family and friends.
7. Know your neighbors and don't be reluctant to report illegal activities and suspicious loitering.

One mailbox key will be assigned to each on and off campus resident upon check-in.

If you should become locked out of your room, contact your RA, the Housing Office, or Campus Police. The following charges will be assessed for unlocking doors:

1<sup>st</sup> Offense: no charge  
2<sup>nd</sup> or more offenses: \$10 each



**ALL** keys will be turned in at the end of each semester unless prior arrangements have been made to stay during Christmas break or during breaks between summer sessions (see section 1.9).

Should residents need access to personal belongings in their room during the Christmas break, contact the Student Life Office or Campus Police. You must bring your SAU Tech Student ID when removing things from your room during the break.

**Failure to turn in your room key before leaving campus housing residence at the end of a semester will result in additional charges.**

# LIVING WITH YOUR ROOMMATES

One of the most important people in your college experience is your roommate(s). Your roommate(s) can be the source of either deep friendship or chronic aggravation, depending on the relationship you form. Having a good relationship with your roommate(s) takes effort. Just as you are partially responsible for the community in your housing area, you can help determine how positive your relationship is with your roommate(s).

Prior to move-in day, you will receive your roommate assignment card with your roommate's contact information enclosed. This is the time for you to begin communicating with one another to discuss the expectations that you guys have of each other. It is important that you both respect the space that you are sharing with one another and recognize that there are rights that each of you has that the other must follow.

**Each resident has a right to privacy that outweighs his/her roommate's visitation privilege.**

## **Resident Bill of Rights:**

- Read and study free from undue interference in one's residence.
- Sleep without undue disturbance from noise, guests or roommates, etc.
- Respect of personal belongings
- Personal privacy
- Host guests who respect the rights of your roommate and other community residents.
- Be free from intimidation, physical, and/or emotional harm.
- Free access to one's apartment without pressure from a roommate.
- Expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a housing staff member in the discussion, if desired.

# SERVICES

## Dining

SAU Tech provides a meal plan for all housing residents from our cafeteria food vendor Great Western Dining. The Tech Diner is located in the Student Center.

### MONDAY – THURSDAY

Breakfast	7:00AM – 8:00AM
Lunch	10:30AM – 1:30PM
Dinner	4:30PM – 6:00PM

### FRIDAY

Brunch 9:30AM – 11:00AM

## Laundry Facilities

Washers and dryers are provided in the on-campus housing area for residents ONLY. Please see earlier section on the facility uses and guidelines.

## Internet

Wireless Internet service is available in all of housing and on the SAU Tech campus. SAU Tech does not provide computers for the residents.

Wi-Fi is available in each building for the resident's use on-campus and off-campus. Report all network/Internet problems to the Housing Office. Internet Trouble Report Forms are available online if you wish to submit them directly to the Information Technology Department.

Internet policies and other documents will be provided to you upon move-in. Do not release any network information to non-residents.

## Mail

SAU Tech provides mail service for housing residents. Residents will be assigned a mailbox located in the Student Center next to the mail room. Outgoing mail can be put in the mail slot located at the mail room. All outgoing mail must have postage. Stamps may be purchased in the Business Office. Each resident is responsible for changing their mailing address prior to the end of the semester. No mail will be kept or forwarded by the Student Life Office after move-out. All mail will be returned to sender.

***Your mailing address while living in housing is:***

{Your Name}  
P.O. Box 3499  
Camden, AR 71711

***Large mail items should be sent to the physical address:***

{Your Name}  
6415 Spellman Road  
Camden, AR 71701

## **Health**

Illnesses or injuries should be reported to the housing staff immediately. SAU Tech does not maintain a health clinic.

Each student should have an emergency information form on file with the RA and Campus Police. Returning students should update their card at the beginning of each semester with the Resident Advisor.

If you are bringing any prescription drugs onto campus to treat an illness or condition, please inform the Housing Staff. You will need to purchase a lock box to keep your medications in to avoid theft or loss.

In the event of illness, SAU Tech assumes no liability either expressed or implied. Health clinics are available locally. If you need information about the clinics, see the Resident Advisor.

A low-cost voluntary student group insurance plan is available at [www.macori.com](http://www.macori.com) for application and quotes.

## **Campus Police**

Campus Police are on duty 24 hours a day 7 days a week. The Campus Police main office is located across the street and their substation is located in the housing area in Apartment #36 A. Campus Police are there to protect the residents. The Campus Police are now being dispatched through the Calhoun County Sheriff. So when you dial 574-4517, it will ring into them and they will call us on the radio. If it is a non-emergency such as just asking us a question or needing a door unlocked etc., please try to contact us on our cell phone (870)818-6353 or our office phones 574-4726, 4708, 4703, 4458 or 4712. Something that needs immediate assistance such as a crime in progress, traffic accident, etc. will warrant calling 574-4517 or 911.

For your security, comply with any request made by Campus Police including providing identification. The Housing Office recommends that residents carry their Student ID with them at all times.

## **Campus Safety Tips:**

1. **Know Your Way Around Campus** – Consider downloading a campus map and get to know your way around the school during the day when students and faculty fill the campus.
2. **Keep Your Doors Locked** – Always lock your dorm room or apartment door. This major deterrent can stop thieves in their tracks. Also, lock your car doors (even when driving) and keep valuables out of sight.
3. **Never Walk Alone After Dark** – Always use the buddy system when walking at night.
4. **Consider Carrying a Whistle, Pepper Spray, or Alarm** – Any type of personal defense option, such as pepper spray or a whistle, may help stop an attack or alert a bystander that you're in trouble.
5. **Take Advantage of Campus Police as an Escort Services** – Most schools offer campus escort services, particularly at night. Call the public safety office for contact information and hours of operation.
6. **Be Aware of Your Social Media Settings** – Check your social media settings and make sure that only friends can see your posts. Also, disable location finders on social media sites that publicly share this information.
7. **Avoid Drinking Too Much** – Drinking to excess can result in bad choices that put you in difficult and dangerous situations. If you do plan on drinking, never accept a drink poured by someone you don't trust.
8. **Always Have Emergency Contacts in Your Phone** – Make sure to input emergency contacts, such as the campus safety office, into your phone so that you do not need to look them up in an emergency.

## **Trash**

Residents living on-campus must put their trash in the trash dumpsters that are located in each housing parking lot. **All trash MUST be in tied kitchen trash bags** and placed in the trash dumpsters. **Place trash securely in dumpster and close the lid to keep out birds and animals.** **DO NOT** leave your trash in the housing parking lot or throw it on the ground. There are trash cans located in the parking lot and the courtyard. If you see trash on the ground, please pick it up and throw it in

the trash can. If you have excessive trash, take it out immediately. If asked to remove your trash, you may be fined if you do not remove it in a timely manner.

Residents living off-campus will have their trash picked up by the city of East Camden on Monday and Thursday morning each week. Numbered garbage cans are provided for off-campus apartments. Use the garbage can that corresponds with your apartment number. The Housing Staff will provide the service of putting your trash can out to the curb on your allotted trash days. Be certain that all of your trash is properly bagged in garbage bags. Your trash will not be taken out to the curb if not bagged correctly. It is the residents' responsibility to keep their cans clean. Fines will be applied IMMEDIATELY if these procedures are not followed. Should your garbage can or lid receive damage due to neglect or abuse, you may be fined. The resident is responsible for bringing their trash can back in the day following trash pick-up by noon.

If you have excessive trash, take it out immediately. If resident fails upon request to remove trash, resident may be fined. A trash bin behind East Camden City Hall is available for your use. If you have questions about where to find the trash bin, see the RA.

**DO NOT throw anything such as bagged trash, loose trash, food, cigarette butts, grease, dirty water, etc. from the front or back porches.**

# RESIDENT LIFE GUIDELINES

The following section lists general policies and conduct expectations for campus housing. 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.**

**For your safety, Campus Police recommend that residents carry a current student ID at ALL times. Comply with request made by Campus Police including providing identification.**

## **Mandatory Meetings**

There will be two housing meetings that **ALL** housing residents are required to attend: move-in and approximately fifteen (15) days prior to the move-out. These meetings are very informative and will provide all the information that you will need during your time in housing. If a resident is unable to attend these meetings, the resident must notify the Housing Office prior to the meeting date and schedule a meeting with housing personnel. **Failure to notify the Housing Office prior to the meeting with an acceptable reason for not attending or failure to attend the meeting may result in fines being assessed.**

If the meeting needs to be cancelled or rescheduled, you will be notified as soon as possible.

## **Visitation**

**Visiting Hours for on-campus housing are as follows:**

Non Resident visiting hours –

- Sunday - Thursday, 8:00 a.m. – midnight
- Friday - Saturday, 8:00 a.m. – 1:00 a.m.

No visitors are allowed any other time unless a visitation request has been submitted to and approved by the Housing Director or Dean of Student Life and Housing at least 24 hours in advance.

**\*REMEMBER\* 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.

## **QUIET HOURS ARE FROM 10:00pm – 8:00am EVERYNIGHT AND MUST BE OBSERVED.**

Due to upholding the quiet hour policy, all residents need to leave the housing area that they are not assigned at the end of visiting hours (see hours above). If you wish to visit after visiting hours, you may do so in the Dayroom located on-campus.

Residents are responsible for their guest(s) as it relates to damages and conduct. All guests are expected to follow resident guidelines as contained in the Student Handbook and Housing Manual.

Off-campus residents are to inform their guests of the visitor parking area located across the street on Womble (next to the pool). East Camden enforces a noise ordinance and if not complied with, resident is subject to local laws and authorities.

**\*SAU Tech reserves the right to alter the visitation policies as deemed necessary.**

### **Overnight Guest**

A Request for Overnight Non-Resident Guest form must be filled out and approved by Housing Director or Dean of Student Life and Housing at least 24 hours in advance of ANY overnight guest. Request forms can be obtained at the Student Life Office or SAU Tech website. *Failure to comply by this policy may lead to fines, probation, or eviction being assessed to the resident.* Residents are permitted one overnight room guest of the same sex and are responsible for their conduct. Overnight guest must be at least eighteen (18) years old unless otherwise approved by the Housing Director or Dean of Student Life and Housing. Anyone under the age of 18 must have a parent's signature.

### **Quiet Hours**

Definition: For the purpose of this section, **Quiet Hours are defined as specific times set by housing personnel when residents are expected to respect the right of others by not disturbing them.**

Quiet hours are from 10:00 p.m. to 8:00 a.m. and such other times as the RA deems appropriate. There is no housing curfew; however, when arriving back to housing areas during quiet hours, be mindful to not disturb other residents.



## Music Levels

Your music should be kept at a moderate level. Your music should not be heard outside or in the next room. If a complaint is made, respect that person's rights and turn your music down. Check with housing personnel regarding music policies. If your music is offensive to others, wear headphones while listening to your music. In the interest of conserving energy, **DO NOT** leave your doors open to listen to your music while outside.

## Appliances

All appliances are shared by the occupants of the suite. Respect other's rights to each appliance. Only one microwave per APARTMENT is permitted due to fire hazards. Any extras will be asked to be removed. Microwaves are to remain in the kitchen and should not be in the actual bedrooms. Some residents wish to bring a mini-fridge to keep in their room. Only one mini-fridge is allowed per room.

## Smoking

Smoking is prohibited inside the apartments and on any SAU Tech property. There are designated smoking areas throughout campus. Please inquire for those locations. *Failure to comply by this policy may lead to fines, probation, or eviction being assessed to the resident.*

## Hygiene

Residents are expected to maintain good hygiene about their person and their living space appropriate to the close quarters of campus living.

# **DAMAGES AND CHARGES**

## **Room**

Residents are responsible for all room damages and will be assessed damage fees of \$50 or cost of repair, whichever is greater. Damages to all common areas may be assessed to all suite occupants when the individuals responsible cannot be identified.

If damages occur in the apartment, they should be reported immediately to housing personnel. The resident will be charged immediately for any damages. Roommates are jointly responsible for damages and/or cleanup fees when the individual responsible cannot be identified.

## **Dayroom**

Damages to Dayroom area may be charged to all residents when the individuals responsible cannot be identified. Please note that there are security cameras located in the facility.

## **Key Charges**

Residents are charged \$75.00 for lost room keys and \$35.00 for lost mailbox keys.

## **Extra Charges and Fines**

Extra charges and fines are not limited to those listed above. Additional charges may apply (i.e., missing mandatory meetings without prior approval).

If resident desires for housing application/damage fee to remain intact at SAU Tech for the following semester, full charges must be paid. Otherwise, charges will be deducted from resident's fee. Student is responsible for any charges that exceed the application/damage fee.

## **Housing During Breaks**

SAU Tech housing will remain open during scheduled holidays and semester breaks listed in the college calendar at [www.sautech.edu](http://www.sautech.edu). Should you need to stay in housing for any reason for Christmas and summer breaks, the resident must:

- Submit a written request to Housing Staff at least (8) eight business days prior to the end of the semester providing a valid reason for stay during closed period.
- Pay the Business Office in advance \$15 for each day in residence during the break.

- Pre-paid for the upcoming semester by the deadline date listed on the SAU Tech website at [www.sautech.edu](http://www.sautech.edu).
  - Summer Break – No additional fee for the summer break between Summer I and Summer II is required if you are enrolled in summer classes and are remaining in housing during both those sessions.

## Room Care during Holidays/Semester Breaks

Prior to vacating rooms for holidays and/or semester breaks, residents must:

1. Take out all trash
2. Clean kitchen area (to reduce bug infestation)
3. Clean bathrooms & living areas
4. Check thermostats for appropriate settings

## Parking

Residents are required to park in the designated Housing Parking Lot. All SAU Tech students are required to have a **parking permit affixed in the lower left corner of the back glass of each and every** vehicle that will be parked on the campus. Parking permits are available in the SAU Tech Business Office. Only one vehicle per resident is allowed. A temporary parking decal can be issued from the office as well. It must be properly displayed as indicated. Do not back into parking spaces.

Residents living in the off-campus apartments are to park in the designated parking lots or on the street. Do not park in the parking lots for the other apartment buildings. Do not park or drive on the grass. **Do not** take up more than one parking space in any of the designated parking lots. Do not park behind anyone's vehicle. Driving and/or parking on grass or taking up more than one parking spot may lead to fines being assessed. See RA for instructions about overflow parking. Due to limited parking only one vehicle per resident is allowed. All visitors of off-campus residents must park in the overflow parking across the street near the East Camden City Hall.

## Loading/Unloading Zone

The Loading/Unloading Zone on-campus is provided to make moving easier. The zone is to be used when loading and/or unloading vehicles. The loading/unloading zone has a 20 minute limit. Do not drive on concrete in courtyard.

## **Emergency Numbers**

Emergency numbers are posted in each apartment. Do not remove these emergency numbers from their locations.

In the event of a medical emergency or safety issue when the RA or Campus Police is unavailable, contact 911.

## **Fire Safety**

Should you discover a fire, no matter how insignificant you think it is, you must take every precaution to ensure the safety of yourself and others. Fire evacuation routes and practices will be held during the semester. Evacuation procedures are posted on the back of every door in every room. If your procedures are missing, you must notify the Housing Office as soon as possible.

In case of a fire in your apartment:

1. Close the door when leaving.
2. Proceed quietly to the nearest exit door.
3. Walk swiftly. **DO NOT RUN OR PUSH.**
4. After leaving the building, calmly notify all residents in your building and authorities of the fire and the need to evacuate.
5. Move to the Evacuation Assembly location.
6. Do not return to the building for any reason until the all clear is given by the authorities.
7. Horseplay will not be tolerated because lives are at stake!

## **Fire Equipment**

Fire extinguishers have been placed in each suite in the housing complex. Residents should familiarize themselves with the location of this equipment. It should not be tampered with or removed unless needed for a fire. If an extinguisher is used or discharged, report to RA so it can be refilled or replaced. If fire extinguishers are used and not reported, you will receive a fine for the cost of the replacement of that extinguisher.

The new apartments are equipped with a built in sprinkler system that are self-activate. The rooms also have their own fire alarms installed.

Each stove vent hood has two (2) Stovetop Firestop fire extinguishers that will only discharge when a flame reaches the fuse. These extinguishers should never be removed from the vent hoods. In the event of discharge of the stovetop firestops, immediately contact housing personnel.

Smoke alarms are installed in each suite. **DO NOT COVER ALARMS TO PREVENT THEM FROM WORKING.** If alarm is battery powered, batteries are not to be removed from alarms. Report any dead batteries to Housing Staff immediately.

**NOTE:** *Covering the smoke detector or removing the Stovetop Firestops from the vent hood may result in probation, fines or possibly eviction from housing.*

### **Housing Charge Per Item:**

Blue Mattress	\$200 - \$300
Chairs	\$35 - \$60
Furniture	\$100 - \$300 depends on furniture
Trash Cans (off-campus)	\$40 - \$60
Missing Lightbulbs	\$5 per person in room/suite
Damages to Room room/suite	\$50 - \$200 per person in room/suite
Room Key	\$75
Mailbox Key	\$35
Fire Academy Front Door Key	\$25 - \$75
Not Returning Room Key	\$15 per day after Move-Out
Leaving Items in Room	\$15 per day after Move-Out
Fire Extinguisher	\$25 - \$35
Missing Mandatory Meeting	\$25 without proper excuse before
New Door Replacement	\$700 - \$900
Clean-up Fee	\$50 minimum
Late Check-out approval	\$15 per day without prior approval

**\*\*Other Fees Can Be Accessed If Necessary\*\***

**\*\*\*All Fees Can Increase Or Decrease By The Director\*\*\***

# EMERGENCY PROCEDURES

An “Emergency Plan” is posted in each apartment covering several scenarios. **DO NOT** remove it from its location.

## Tornado Watches and Warnings

- **Tornado** Arkansas has the potential for severe thunderstorms and tornadoes throughout the year. Sixty percent of all tornadoes occur at night. Be sure to listen to a local radio station during severe weather or purchase a NOAA Weather Radio. A NOAA Weather Radio broadcasts weather warnings from the National Weather Service. Some models can be programmed to sound an alarm if a specific county falls under a weather warning. SAU Tech is located in Calhoun County.
  - **Tornado Watch** means weather conditions are favorable for the formation of tornadoes. During a **tornado watch**, keep an eye on the weather, listen to a local station or a NOAA weather radio and be prepared to take shelter immediately if conditions worsen.
  - **Tornado Warning** means a tornado or funnel cloud is sighted or indicated on radar. Take cover immediately! Listen to a local station or a NOAA weather radio for more information.
    - **During a tornado warning:** Get to shelter immediately. Avoid windows. Flying glass can injure or kill. Do not open windows. Houses do not “explode” and allowing strong winds in can do damage or cause injury. The safest place to go is an inside room like a closet, hallway, or bathroom without windows. If possible, cover your body with a blanket, sleeping bag, or mattress and protect your head with anything available, even your hands.

**After a tornado:** Emergency services personnel are usually on the scene quickly after a tornado. Stay with the other residents and wait for help to arrive. If you are outside, do not go into damaged buildings; they may collapse. Wait for help to search for missing residents. If your apartment appears to be undamaged, check carefully for gas or other utility line breaks. If the lights are out, use a flashlight only; do not use a match or lighter or any open flame. Remember to protect your head.

## **Other Emergency Procedures**

There are procedures for other scenarios listed on your emergency procedures plan in your room. For your safety, please read the information and become familiar with it. The life you save could be your own. Also, it is imperative that you download the RAVE Alert System to your electronic devices. It is designed to alert you in the event of a campus emergency or closing.

## **Pandemic Responses**

Southern Arkansas University Tech (SAU Tech) developed a plan through a committee planning process to respond to situations created pandemics. These guidelines are reflective of the recommendations for higher education institutions set forth by the Centers for Disease Control (CDC). This plan will continue to be updated by the College, as needed.

### **Strategies and Actions:**

- Residents are encouraged to wear personal face coverings in common areas or while on-campus.
- Educational posters are displayed in all kitchens, bathrooms, individual living quarters, the dayroom, and the laundry room.
- Hand soap is provided in the kitchens and bathrooms of each apartment.
- Students will frequently be reminded on how to wash their hands (posters and verbally) properly.
- The SAU Tech nursing staff will provide training on preventing the spread of germs and how to recognize signs/symptoms for Community Assistants (CAs), Resident Assistants (RAs), and housing staff.
- RA's make daily rounds to remind residents of handwashing, social distancing, and the importance of wearing a mask in social areas.

### **Quarantine and Isolation:**

- Residents are REQUIRED to self-report any signs or symptoms to the Housing Director or Dean of Student Life and Housing, Community Assistants (CAs), and Resident Assistants (RAs). The Dean of Student Life and Housing will then report this information to the Allied Health Chair for further assistance.
- If it is confirmed that a resident has symptoms, they will be quarantined and isolated IMMEDIATELY
- A living space is prepared and maintained. Students can leave campus and return home for the quarantine or remain in the

quarantine space for a minimum of 14 days or a time approved by SAU Tech Nursing personnel and or consulting physician or nurse.

- If a resident decides to leave campus, the resident will be quarantined in the dayroom until a parent or guardian arrives to take them home. After that resident leaves, the dayroom will be appropriately cleaned/sanitized. Access to the dayroom will be denied to other residents for a minimum of 24-hours before re-entry will be allowed.
- If a resident chooses to remain on campus, a quarantine room is available with a private bathroom. The bathroom room is stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletry items.
- Housing residents are monitored daily for fever and symptoms.
- Transportation is provided for residents to and from CABUN Clinic or other health care facilities if needed.
- Delivery of campus meals and counseling services (if required) will be provided to the resident by the appropriate designated staff.
- Everyone entering a quarantine area must wear Personal Protective Equipment (PPE) (as per CDC guidelines)
- Housing will partner with Academics and instructors to ensure students complete their coursework, as able.



# NON-PERMITTED ITEMS

The following are not permitted in student housing or at any SAU Tech sponsored activity:

1. Any object or substance designed to inflict a physical injury, including but not limited to,
  - a. All firearms - **Housing residents with a licensed enhanced concealed carry permit MUST consult with the Housing Director regarding regulations and complete the Arkansas Enhance Conceal Carry Permit Requirements for College Campus Form.**
  - b. Pellet guns
  - c. Air guns
  - d. Paintball guns
  - e. Crossbows
  - f. Bow and arrows
  - g. Ammunition
  - h. Knives with blades longer than 3 ½ inches in length
  - i. clubs
  - j. switchblade knives

Residents are not to have a weapon of any type or anything that appears to be a weapon. Residents are allowed to possess kitchen knives in the room or cooking purposes only.

2. Knowingly providing false information to Student Life or to any staff member acting for Student Life.
3. Knowingly or recklessly interfering with the normal operation of student housing.
4. Knowingly or recklessly playing any audio device in a manner which reasonably could interfere with the ability of another resident to use and enjoy his/her assigned room or common area.
5. Possession, use and/or distribution of alcoholic beverages, in any form, in or around student housing, including public intoxication.
6. Use, manufacturing or distribution of drugs, narcotics and/or chemicals. Also possession of drugs without a physician's prescription and supervision.
7. Gambling of any kind.
8. Possession of any kind of pet.
9. Access to the roof or attic space.
10. Failure to comply with directions, verbal or written, of the Housing Staff acting in the performance of their duties.

11. Sub-leasing of the apartment.
12. Installation of outside television antennas, radio antennas or satellite equipment in any of the housing areas.
13. Possessing or using electric heaters in Housing.
14. Removing furniture from that room.
15. Driving on the grass without approval from the Housing Office.
16. Smoking inside of the apartments or on SAU Tech property including off-campus apartments.
17. No open flames allowed inside the apartments (on or off-campus) including candles and incense.
18. Leaving the room doors open while the heater/air conditioner is running.
19. No skateboarding or bike riding in the courtyard.

Failure to abide by these regulations may result in the termination of your contract, college disciplinary action including eviction or expulsion from SAU Tech, possible arrest and prosecution by the appropriate authorities. Any non-prescription drug, alcohol or weapon of any kind found in housing, at an SAU Tech activity or in a vehicle on SAU Tech property will result in the above action.

# GENERAL CAMPUS GUIDELINES

General campus information and policies are listed in the student Handbook. SAU Tech reserves the right to alter, modify, suspend or add rules, regulations and policies as deemed necessary.

Residents must comply with SAU Tech policies and regulations. These policies and regulations are contained in the SAU Tech Handbook.

Residents and their guests must abide by rules of good conduct. A resident agrees to conduct himself/herself as a responsible member of the college community by:

- a. Assuming responsibility for personal actions
- b. Respecting the rights of others
- c. Conforming to the ordinary rules of “good conduct”
- d. Protecting private and public property
- e. Observing all federal, state and local laws
- f. Adhering to the rules and regulations contained in the student handbook

**\*Good conduct** means always conduct yourself as a responsible member of the college community, respect the rights of others and conform to appropriate behavior within the community setting.

All guests of student housing residents are expected to abide by the rules of good conduct.

## College Sanctions

Violations of college 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 possible disciplinary action which could result. Residents should familiarize themselves with these sections. The following procedural guidelines are established for the handling of housing resident violations:

- a. Housing staff should notify the resident that he/she has violated a housing policy.
- b. A formal meeting with the Director of Housing if deemed necessary.
- c. Possible disciplinary action could include probationary status or eviction from housing.

- d. Residents may appeal the Director of Housing decisions to the Dean of Student Life and Housing.
- e. Residents may appeal the Dean of Student Life and Housing's decision to the Vice Chancellor of Student Services.

Policy violations originating in resident housing that include, but are not limited to, most of the policies found in the housing manual will be adjudicated through the college sanctions process. The actions imposed in the conduct process may include conciliatory and educational, as well as disciplinary measures designed to contribute to the growth of the student and the welfare of the community. Extra charges may apply.

Because the primary goal of the sanctions process is educative, the meetings are non-adversarial, confidential, and not to be considered analogous to court proceeding.

Students involuntarily removed from the college are not allowed to reside in or visit campus housing. Students evicted from housing are not permitted to visit campus housing after their removal.

# HOUSING CONDUCT PROCEDURE

## Reporting

Alleged violations of the Housing or College policy are reported to any member of the housing staff. Any student, faculty, or staff may contact housing personnel in order to file an incident report. The case will be reviewed by the Director of Housing.

## Notice of Student Conduct Meeting

There shall be electronic notification of the student conduct meeting emailed to the resident from the Director of Housing. The notification shall be delivered to the student's SAU Tech email address. Failing to check the student email does not constitute good cause for failure to comply with the notice. The notice will contain information about the alleged charges and time and place of the meeting.

## Student Conduct Meeting Procedure

All housing student conduct meetings shall follow due process.

Notice of the student conduct meeting will be delivered to the student by email, prior to the meeting. The student and the complainant have the right to:

1. Be present at the hearing. However, if the student fails to appear at the student conduct meeting after being properly notified, the meeting may be held in the student's absence and a decision rendered accordingly, based on information presented.
2. Present evidence by witness or by signed written statement if a witness is unable to attend the student conduct meeting. It is the responsibility of the student to notify their witnesses of the date, time, and place of the meeting. If witnesses fail to appear, the meeting may be held in their absence.
3. Be informed of the student conduct meeting outcome. The student will receive an electronic statement of the student conduct decision through his or her SAU Tech email account. This letter will also contain appeal procedure information.

***PLEASE NOTE: Some severe housing violations may result in immediate suspension/removal from housing. In these extreme circumstances, due process will be followed and the resident would not be notified electronically.***

Student conduct meetings are closed to the public.

## Appeals

The Dean of Student Life and Housing serves as the chief review officer of the student conduct meeting. The Director of Housing shall also review student conduct appeals.

A student found responsible for a housing violation may file an appeal with the Dean of Student Life and Housing. Appeals may be filed by issuing a signed and dated letter to the Director of Housing. The letter may be electronic or typed. An appeal may be submitted based on one or more of the following given the resident believes that:

Denial of due process (i.e., failure to follow procedures);  
Inadequate information to support decision; and/or  
Sanction not in keeping with gravity of wrong-doing (i.e., too harsh)

If a conduct decision is appealed, the student conduct sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Dean of Student Life and Housing.

## Student Conduct Sanctions

The Dean of Student Life and Housing has the right to review all student conduct decisions and cases. Examples of student conduct sanctions for housing violations are, but not limited to, the following:

1. **Warning** – Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action. Usually issued by the Director of Housing.
2. **Housing Probation** – The student's participation as a resident in the college's housing system is placed on a provisional basis.
3. **Removal from Housing** – The student's participation as a resident in the college's housing system is denied.
4. **Additional Sanctions** – In addition to the previously stated actions, any of the following may be included as a part of any action taken:
  - a. Reimbursement for damages or fines
  - b. Loss of privileges
  - c. Removal from elective or appointive office
  - d. Periodic interviews with the college counselor
  - e. Work, self-improvement, community service
  - f. Educational programming.
5. **Disciplinary Fee** – Students who fail to complete any assigned sanction by Housing will automatically be assigned a monetary fee or other additional sanctions.

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