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Foundations of Residential Life

WELCOME!

Housing & Residence Life (HRL) services approximately 4,600 residents in 14 residential communities. As a resident, your housing experience is of utmost importance to us. This manual serves as a go-to resource for all of the resources, amenities, and policies associated with living on-campus. If changes or corrections are made by HRL, all residents will be notified in a timely manner.

HOUSING & RESIDENCE LIFE MISSION

Housing & Residence Life provides an inclusive residential experience in a safe, well-maintained community that supports academic excellence, fosters personal development, and promotes student success.

HOUSING & RESIDENCE LIFE VISION

Housing & Residence Life will be a premier living-learning community.

HOUSING & RESIDENCE LIFE STAFF

**Housing & Residence Life (HRL):** office responsible for the administration of the residential program, and is located in Virginia House (Business Operations & Residence Education) and Powhatan Village, Hall House (Fiscal Operations & Facilities). The office staff collectively manage all operations regarding current and incoming on-campus residents.

**Residence Hall Director (RHD):** full time staff member responsible for a residential community and promote community development within the residence halls through staff supervision, student development activities, community experience offerings, behavioral interventions, and student conduct resolution. RHDs supervise all student staff of their community.

**Assistant Hall Director (AHD):** graduate student responsible for the hiring, training, and supervision of the Desk Receptionists for their particular residential community. AHGs may also be involved with community councils, community experience planning, personal and academic counseling and student conduct issues.

**Resident Assistant (RA):** student staff responsible for the development of their assigned residents and overall residential community; by serving as a primary crisis responder, programmer, community builder, desk receptionist, and overall paraprofessional resource.

**Desk Receptionist (DR):** student staff responsible for all residential front desk protocols and procedures including, but not limited to: checking out hall equipment, signing for loaner keys, reporting facility problems, providing information and security services for each residence hall.

**Night Desk Receptionist (NDR):** student staff responsible for all residential front desk protocols and procedures; in addition to ensuring only staff, residents, and verified guests enter the residence halls between the hours of 12am – 6am.

**Peer Mentor (PM):** student staff responsible for providing academic support and mentorship for Living-Learning Communities through personal, academic, and over-arching program goals.

**House-Keepers & Maintenance Staff:** These staff members work with students and building staff to manage the environment. They also respond to any facilities work orders that students and/or staff input and work quickly to resolve those issues in the residence halls and apartment communities.
CUSTOMER SERVICE PHILOSOPHY

The Customer Service Philosophy of Housing & Residence Life is simple, “Housing & Residence Life is committed to the inclusivity and success of the Monarch Family within and beyond our halls.”

Housing & Residence Life strives to exceed expectations by maintaining an awareness and commitment to care for all on-campus residents at Old Dominion University. With over 30 professional staff and 200 student staff, the department provides a diverse and inclusive environment committed to student learning and success.

In accordance with the mission of the University and Student Engagement & Enrollment Services, Housing & Residence Life fosters academic excellence and social growth through Living-Learning Communities, and an abundance of community spaces. The staff in every residence hall is dedicated to creating a community-oriented atmosphere. Intentional academic and extracurricular experiences are provided by the professional staff, resident assistants, and organizations within the department in collaboration with on-campus partners.

Housing & Residence Life assures residents, family and guests, that all campus resources remain accessible, available, and provided on a consistent basis. All 200+ staff members work in conjunction to create a caring support network for all residents, ensuring responsiveness every situation. If a staff member is unable to fully assist, they will seek additional resources until the situation is resolved.

As in any higher education setting, Housing & Residence Life is one of many campus resources, and may rely on the partnership with other offices and/or departments to fulfill the specific needs of residents. Regardless of the situation, the department will meet all resident needs with professionalism, ethical standards, and respect. Housing & Residence Life is here to navigate the Monarch Experience through the residence halls, from Convocation to Graduation.

DIVERSITY & INCLUSION STATEMENT

Housing & Residence Life at Old Dominion University is committed to recognizing and respecting the various identities and experiences of the Monarch population. In doing so, the department is able to support the University’s mission of providing an interconnected, empowering, and learning-centered college experience for all students. A student’s residential environment is an integral component of their education. As such, the residential experience complements the academic initiatives of the University by providing progressive and developmental opportunities that empower students, support their identities, and challenge their perspectives, as we foster communities that are actively inclusive.
Getting Started

RESIDENTIAL COMMUNITIES

First-Year Communities
Gresham Hall, Rogers Hall, Whitehurst Hall, and Foundation House

Quad Communities (first-year and upper-class)
Virginia/Ireland Houses, Scotland/England Houses, Dominion/France Houses, and the ODU Inn

Apartment Communities (upper-class)
Powhatan Village Apartments, University Village & Nusbaum Apartments

ROOM ASSIGNMENT INFORMATION

Who is eligible for on-campus housing?
- Full time, degree seeking undergraduate students
- Students who've completed an on-campus housing application
- Housing applicants must follow the specific processes for the following groups:
  - Incoming residents (Freshman & Transfer students)
  - Current residents
  - Current off-campus students
- Housing applicants who submitted a prepayment of $250.00
  - $200.00 deposit, credited towards Spring Semester charges
  - $50.00 nonrefundable application fee
  - Does not guarantee immediate on-campus housing

Room Assignments
- Current residents may participate in the Return Housing process in the Spring Semester.
- New Residents may participate in the Housing Application process beginning in mid-April.
- All assignments will be made in accordance with self-selection preferences.
- All assignments are dependent on available spaces, in accordance with given preferences.
- Room and roommate preferences cannot be guaranteed.
  - During high demand, residents may be given temporary housing assignments.
  - As rooms become available, residents will be given a permanent assignment.
- The University reserves the administrative right to reassign students or consolidate vacancies when deemed necessary
  - Students will be notified of any room assignment changes via their ODU email account

By applying for on-campus housing, a student is agreeing to the Terms and Conditions of the Housing and Dining Agreement and the Housing & Residence Life Policies and Procedures. Room assignment details, including building, room, room number, and roommate information, can be found by logging into the student ODU Housing Portal (link below). https://odu.starrezhousing.com/StarRezPortal/Default.aspx
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SUGGESTED PACKING LIST

Bedding & Sheets

- Full sized sheet sets at the University Village
- Extra-long twin sheet sets in all other communities
- Blankets, Quilts or Comforters, Pillows, Pillowcases, etc.

Bathroom & Toiletries

- Bath towels, Washcloths, Bath mats, and a bathrobe
- Shower caddies, personal hygiene products, toilet paper, tissues, and paper towels

Closet & Wardrobe

- Clothes & apparel to last until the upcoming break, and hangers, an iron and ironing board
- Laundry baskets/bags, detergent, dryer sheets, stain remover, and fabric softener

Electronic Appliances

- A television, stereo and speakers, DVD player,
- Camera, batteries, and corded surge protectors
- Wi-Fi ready devices, Flash drive/CDs, Printer; Printer paper, Ink cartridges
- Mini-Fridge (up to 4.3 cu. ft.) desk lamp, coffee maker (w/auto off)
- Microwaves (allowed in Quad and Apartment communities)

Home Décor

- Area rugs, storage tubs/organizers, and futons
- Posters, photo albums, and memo boards, and desktop items
- Thumbtacks, poster putty, painters tape, and magnets

Cleaning Supplies

- Dish sponges, detergent, and drying racks/towels
- Bathroom cleaner, air freshener, mop, broom, and/or vacuum
- All-purpose cleaners, garbage bags, and disinfectant wipes

Important Paperwork

- Medical insurance card, and insurance paperwork
- University paperwork and bank information

Other supplies

- Medical Supplies: first-aid kit, prescriptions, and cold medicines
- School Supplies: writing utensils, notetaking supplies, binders, etc.

Always make sure to communicate with roommates and suitemates on what everyone is bringing. Please refer to the Prohibited Items list in this guide for things to keep at home, and not in the residence hall. Housing & Residence Life does not offer any space for personal storage, all items must fit in the private living spaces provided.
MOVING TO CAMPUS

Specific check-in information will be provided to students via their ODU email account prior to the corresponding opening day. If a student is not checking in on the stated opening day, they will need to notify HRL at housing@odu.edu to inform the staff members of their anticipated date of arrival.

Residents will be charged for:

- Moving into a space without prior assignment or approval.
- Losing the key provided for their room and mailbox (or failure to return upon check-out).

The University is not obligated to hold an assigned room beyond 6:00 pm on the first day of classes.

MEAL PLANS

Meals do not transfer from one semester to the next, however flex points (1 Flex point = 1 dollar) carry over from the fall to the spring semester with the purchase of a Spring Meal Plan. Flex points and any remaining meals expire at the end of the spring semester.

The “All Access” or “Block 160” (minimum) Meal Plans are required for:

- First-Year Communities
- Quad Communities

If a meal plan selection is not made by the first day of classes for the fall or spring semester, the Block 160 Meal Plan will be assigned.

A minimum “Block 25” Meal Plan is required for:

- Powhatan Village Apartments

If a meal plan selection is not made by the first day of classes for the fall or spring semester, the Block 25 Meal Plan will be assigned.

Changing or Cancelling a Meal Plan

Meal plan changes are only allowed during a limited time period at the beginning of the semester. Students must fill out a form from the Card Center to make changes within the allowable time period. If a resident moves off-campus, it is their responsibility to review the cancellation portion of their Housing & Dining Agreement to determine eligibility to cancel the meal plan.

University Card Center: http://www.odu.edu/cardcenter, (757) 683-3508, or Webb Center, Suite 1056.

Monarch Dining Services: http://olddominion.campusdish.com/

ELECTRONIC COMMUNICATIONS

University Policy 3506: Electronic Mail for Official University Communications

- Available at: https://www.odu.edu/content/dam/odu/policies/university/3000/univ-3506.pdf
- Every student is expected to activate/check their ODU email account regularly to receive official HRL communications.

HRL Electronic Communications

- Email is the designated form of communication with all residents.
- Email forwarding information available at: http://occs.odu.edu/accounts/studemail/
- Each residential community has a Monarch Link portal
  - Utilized to communicate with emails and notifications
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- Contains staff contact information, upcoming events, and recent posts.

**ODU Alerts (Urgent Notification System) includes:**

- Text messages (SMS) to mobile devices
- Instant messages (AOL, MSN, and Yahoo)
- Calls to home, office, and mobile phone numbers
- E-mails to Old Dominion addresses and non-Old Dominion addresses

*HRL is not responsible for lack of communication if students/residents provide invalid accounts. It is the responsibility of the resident to keep parents/guardians/interested parties accurately informed.*

### ELECTRONIC ROOM CONDITION REPORT (ERCR)

1. Before moving into the living space:
   a. RAs will inspect and record the conditions of the rooms/furnishings on an eRCR.
2. While occupying the living space:
   a. Residents will be emailed the eRCR, and have 72 hours to submit any discrepancies or damage(s) to their eRCR through the ODU Housing Portal. Once a student accepts the eRCR, they are responsible for the condition of their room/suite/apartment.
3. When checking out of the living space:
   a. The condition of the room will be compared to the information noted on the eRCR at the time of check-in. Residents are expected to return their room to its original condition or pay damages for deficiencies that are present (beyond normal wear and tear) at checkout.

**Discrepancies during Check Out periods**

Since residents are responsible for the condition of their entire living space:

- *(Includes, if applicable) room, the common area, apartment, or house and its furnishings.*
- It is important that residents tell appropriate staff about damages or discrepancies at the time of their occurrence.
- Make sure changes are noted on the official eRCR in the ODU Housing Portal.
  - This is particularly important when a resident feels that the damage or discrepancy is not their responsibility.
- When residents check-out of their assigned space, the HRL staff will use the eRCR to determine if there are additional damages or missing items from the resident’s room.
- Any damages not declared on the form will be the responsibility of the resident and will be charged to their student account upon check-out.
- If a student feels they were billed in error, they can file a Damage Appeal form within 10 days of receiving notification of the assessed charges.

*Additional information regarding Check Out and Damage Appeals are in the “Moving Out” section.*
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On-Campus Living

COMMUNITY LIVING EXPECTATIONS

As a Member of the Community

The Benefits of On-Campus Living

- Provides the opportunity to form both large and small communities.
- Engage people with a wide variety of backgrounds, lifestyles, and values.
- Sharing a living area and expectations/responsibilities with other students.

All Residents have a Right to:

- Sleep during the night, undisturbed.
- Study in one’s living space reasonably free of noise and distractions.
- Have unhindered access to one’s room and residential amenities.
- Feel secure against physical or emotional harm.
- Share a clean room and common areas, with their fellow residents.
- Have their personal space and belongings respected.
- Host guests who do not disturb a roommate’s right to sleep or study.
- Be comfortable addressing grievances.
- Privacy.

The Expectations of On-Campus Living

- Respect the rights, dignity, worth, and freedoms of each community member.
  - The dignity of individuals or groups.
  - The rights and property of others
  - Another’s personal right to move about freely, express themselves, and to privacy.
- Respect the differences and diversity of each community and its members.
  - Take advantage of the unique learning experiences that a shared environment brings.
  - Learn from differences and similarities in people, ideas, and opinions.
  - Discourage bigotry.
- Be conscious of the needs of others and how all actions affect other individuals.
  - Avoid behaviors which inhibit another’s ability to feel safe or welcomed.
- Conduct themselves in a manner that enhances the ODU environment.
- Reach out to Resident Assistants for any in hall situation as the need arises.

Responsible citizenship is the key to harmony in a residential community. By signing the Housing & Dining Agreement, students agree to conduct themselves with proper regard and mutual respect for other students, residents, guests, RAs, facilities staff, University personnel, and their respective property. Violating these expectations of other students may result in conduct actions pursuant to specific policies, in addition to reassignment, or being removed from on-campus housing.
IN Volvement in the Residential Community

Living Learning Communities

Living-Learning Communities give Residents the opportunity to participate in specialized communities that generally involve students that wish to live in an environment with other students who share an academic or extracurricular passion. Living-Learning Communities partner with faculty members in academic colleges or professionals in various campus offices to enhance the learning experiences of students in a particular field of study or passion area while living together in the residence halls. In order to join, prospective residents must:

**How to Join a Living-Learning Community**

- Select up to 2 living-learning communities on the housing application for the upcoming year.
- Complete the essays associated with those communities.
- Accept the terms of participation in that community, which includes:
  - Taking any required courses with hall mates (if applicable)
  - Participating in extracurricular or co-curricular activities
  - Maintaining academic eligibility (if applicable)
  - Agreeing to live in the community for that living-learning community

Learn more at [http://www.odu.edu/life/housing/on-campus-housing/living-learning](http://www.odu.edu/life/housing/on-campus-housing/living-learning) or contact living-learning@odu.edu. A preference to participate in a community does not guarantee placement.

Gender Inclusive Housing

Gender Inclusive Housing is an option in which upper-class students may elect to share an apartment/suite regardless of sex, gender or gender expression. Gender Inclusive Housing is voluntary; no student will be assigned to a Gender Inclusive unit unless they have opted to be a part of a Gender Inclusive living space.

**How to Sign Up for Gender Inclusive Housing**

- Submit the Gender Inclusive Housing Agreement/Application.
  - Available May 1 – June 1, 2017 (will close earlier if all spaces have been filled).
- All indicated group members must submit the application to be considered a complete group.

Learn more at [www.odu.edu/housing/gender-inclusive](http://www.odu.edu/housing/gender-inclusive) or contact housing@odu.edu. A preference to participate in Gender Inclusive Housing does not guarantee placement.

Residence Hall Association (RHA) & Community Councils

The Residence Hall Association is a residential student government, comprised of representatives from each residential community. RHA takes pride in focusing on a high-quality living experience for residents through hall improvements, programs, and events. RHA also oversees committees and policies crafted directly from resident interests. RHA is directly linked to the individual community councils and focuses on system-wide and campus issues.

Each residence hall and apartment living community has a Community Council where residents have the unique opportunity to be involved in decisions and activities that impact their living areas.

Community Council elections are held early in the year during fall semester. RHA elections take place mid-Spring semester. There are diverse positions to develop leadership skills and gain experience in a possible area of interest. For more information, contact rha@odu.edu or (757) 683-5686.
ROOMMATES

The Benefits of Living with a Roommate

- Opportunity to build a lifelong relationship, including but not limited to:
  - Serious debates and harmless laughter
  - Late-night conversations and early-morning cereal
- Build social & problem solving skills as residents work through the various experiences.
  - Learning to respect the diversity someone else brings to a situation.
  - Learning to approach difficult situations in a mature and constructive manner.

Success Tips to Living with Another Person

Hopefully, this relationship will be positive and rewarding, but it can also be challenging. While most roommates get along very well, it is natural to have some issues arise during the course of a year.

- It is not necessary for a roommate to be a best friend.
- It is necessary that every student respect one another.
- It is essential that lines of communication be developed and remain open.
  - Stand up for individual rights without violating the rights of others.
  - Initiating and participating in any conversation becomes easier.
  - Communicating personal expectations becomes easier.
  - Share relevant personal experiences to develop a working relationship.
- The more effort a student makes to spend quality time with a roommate in discussion, the easier it will be to mediate conflict if it arises during the year.

Students’ names and email addresses are shared with all roommates to encourage communication and interaction prior to move-in. As assignments may change prior to check-in. Students are encouraged to periodically check the Housing & Residence Life website for important updates and information.

LIVING AGREEMENTS

Resident Assistants facilitate the completion of Living Agreement Forms at the beginning of the Fall Semester, and as new residents join the halls. All specific topics and instructions are listed in the form, and a sample form is available in the Appendices of this document. Residents are strongly encouraged to discuss relevant values and beliefs, personal expectations, and constructive forms of communication to resolve conflicts when they happen.

The form is considered a binding agreement, and if violated, the involved residents may be tasked to a roommate discussion with an HRL Staff member. If a resolution cannot be reached, the resident in violation of the roommate agreement may be administratively reassigned to a different room.

ROOMMATE CONFLICTS

As stated above, there are a number of social benefits to living with a roommate. During the first two weeks of each semester, no room changes may be made (except in the case of health & safety issues) due to high occupancy rates and overflow of residents, making accommodations difficult.
A Conflict arises, what should be done?

1. A situation or environment has caused conflict amongst (2 or more) roommates.
2. Residents should attempt to solve the conflict with each other.
   a. Students are first encouraged to directly and respectfully resolve issues on their own.
3. Engage the Resident Assistant as a facilitator if the attempt(s) did not work.
4. Schedule a mediated discussion to come to a mutually agreeable solution.
   a. The Resident Assistant will meet everyone individually to hear the varying perspectives, and ensure everyone is willing to meet.

The Resident Assistant has been informed, what next?

5. A mediated discussion takes place.
6. Ensure a new or updated Living Agreement Form is completed.
   a. The mediated discussion will cover the validity of the form and if it needs revisions.
   b. The form should list long-term solutions to the sources of conflict and disagreement.
7. Students will have an opportunity to share and to brainstorm options for resolution.
   a. It is crucial for students to be honest, direct, and flexible.
8. Roommates will sign the agreement acknowledging their willingness to abide by and hold each other accountable for the agreement. Residents may ask for copies of the agreement and a copy is kept on file with the HRL hall staff for future reference.

If the roommate agreement is breached and the Resident Assistant is informed that the agreement is not working, they may try to facilitate another conversation, or may ask their Hall Directors for assistance in mediating the ongoing roommate dispute.

What does it mean for a Hall Director to become directly involved?

If the roommate conflict rises to the level of the AHD or RHD, a mediation with the roommate pair may be held to assess the potential for resolution prior to suggesting a potential room change. The roommates will be encouraged to decide who should move to a different room. The RHD will determine next action if the residents cannot come to a mutual agreement.

Room Changes

If a resident volunteers to move out to gain resolution, HRL staff members will try to honor that request and find them an alternate assignment. A room change is considered a last resort, and is not guaranteed in every situation.

For a Formal Room Change, Hall Directors may ask for the following:

- What caused the current situation to be unresolvable?
- What will the residents do to prevent the same problems with their new roommates?
- What will the residents do to ensure a new and successful living environment?
- What have the residents learned about themselves to apply to future conflicts?

Administrative Room Changes

Administrative Room Changes are imposed when a mediation or resolution cannot be met. Both residents may be required to change rooms, as rooms are available. Extra measures will be taken by HRL staff to prevent repeated events in the new spaces. These room changes cannot be appealed.
HRL encourages students to “think green.” Conserving energy is an easy way to protect the environment and keep energy costs under control, and isn’t hard to do!

**Recycling & Trash**

- Recycling & trash containers are provided in each room/apartment.
- Larger recycling bins are in the main lobbies of each residence hall or next to the dumpsters.
  - Residents should dispose of recycling in the larger recycling bins.
  - Residents should dispose of trash in the external dumpsters.
- Dine-in instead of food to-go, to avoid using disposable dishes and utensils.

**Electricity**

- Turn out lights and electronics not in use.
- Use the stairs whenever possible/as able, instead of the elevator.
- Use LED lights or compact fluorescent lamp (CFL) task lighting.
- Use a power strip for all appliances, equipment, and chargers (except refrigerators)
  - Turn off when not in use to avoid using phantom energy.
- Purchase (HRL approved) EnergyStar certified equipment.

**Water**

- Limit water usage while showering and brushing teeth.
- Wash full loads of laundry.
- Use a washable reusable water bottle instead of bottled water.

_HRL staff may hold programs and events throughout the year regarding environmentally healthy topics._

_For a list of acceptable recyclable items, please visit [http://www.odu.edu/life/sustainable/recycling](http://www.odu.edu/life/sustainable/recycling)_.


Safety & Security

HRL staff members, in coordination with the ODU Police Department and various ODU departments, work with the students to provide a safe and healthy living environment. HRL believes safety and security is a shared responsibility. It is the expectation that the resident takes primary responsibility for their own safety and security, and supports the safety and security of fellow residents, the residential communities and dining areas. ODU and HRL staff work cooperatively with residents to promote a safe and secure environment.

**ODU SAFETY SERVICES**

- **ODU Police Department** located in the Powhatan and University Village Communities.
  - Contact (757) 683-4000.
- **ODU Safety Escorts** are available 24/7 across campus.
  - Contact (757) 683-5665.
- **ODU Alerts** is a system that keeps students up to date on-campus security.
  - Website: [https://www.odu.edu/life/health-safety/safety/alerts](https://www.odu.edu/life/health-safety/safety/alerts)
- **Red Call Phones** located in all buildings outside of the residential areas.
- **Blue Light Security Phones** placed throughout the ODU campus, providing a beacon signal while immediately connecting the caller to the ODU Police Department dispatch center.
- **ODU Safe Ride** is a call service that operates from sunset to 2:30am.
  - Website: [https://www.odu.edu/life/health-safety/safety/saferide](https://www.odu.edu/life/health-safety/safety/saferide)
- **ODU Monarch Transit** is a shuttle service that operates during daytime hours.
  - Website: [https://www.odu.edu/life/parking-and-transportation/alternative-transportation-programs/ODU-Shuttles](https://www.odu.edu/life/parking-and-transportation/alternative-transportation-programs/ODU-Shuttles)
- **ODU LiveSafe App** is an app that provides personal piece of mind for all ODU students, faculty, staff and surrounding friends and neighbors. The app is free and available in the Apple App Store and Google Play.
  - Website: [https://www.odu.edu/life/health-safety/safety/livesafe](https://www.odu.edu/life/health-safety/safety/livesafe)

Learn more about living safely at ODU at [https://www.odu.edu/life/health-safety/safety](https://www.odu.edu/life/health-safety/safety).

**BUILDING SAFETY & SECURITY**

**Resident Assistant on Duty**

*How to Contact an RA on Duty*

- Through the front desks in each community
- The RA on Duty phone number is posted in the front lobbies and other public spaces.

*RA on Duty Hours*

- Sunday – Thursday, 7:00pm – 8:00am
- Non-stop coverage from Friday Night at 7:00pm – Sunday Night 7:00pm

*Staff Coverage for Specific Communities*

- Nusbaum Apartment residents are supported through the University Village Apartments front desk and can access the front desk during its hours of operation.
- Foundation House residents are supported through the Gresham front desk and can access the front desk during its hours of operation.
If a resident is in need of assistance and cannot find their RA, the student should talk with the RA on duty. The RA on Duty is available to assist residents with any/all problems/issues associated with student housing, but especially emergency situations (floods, fire, or a life-threatening situation). However, if there is a fire or a life-threatening situation it would be advisable to contact ODU Police (757) 683-4000 for immediate assistance; then contact the RA on Duty for support.

Fire Safety in the Residence Halls

Students are required to evacuate residential facilities, each time a fire alarm sounds. In addition, HRL staff members (with the Norfolk Fire Marshall) conduct a minimum of two fire drills per semester to practice the safe and orderly evacuation of the building in the event of a real fire.

Learn more at https://www.odu.edu/about/compliance/fire-safety#tab1072061377241=0 for Fire Safety practices at ODU. It is imperative that all students abide by these policies to ensure a safe campus. Tampering with fire safety equipment (in any capacity) can amount up to $2,500 in fines.

Building & Room Access

University ID Cards & Room Keys

- ID cards and Keys Property of the University and are issued to students for exclusive use.
- ID cards are programmed to provide access to:
  - Assigned residential communities via electronic swipe access.
  - Meal Plan & MonarchPlus locations (if purchased).
  - Front Desk Services (or by providing the assigned UIN found on the ID Card)
- If a University ID Card is lost:
  - Immediately report this to the University Card Center website or at (757) 683-3508.
    - To ensure monies or access is not granted to others.
  - The University Card Center is located in the University Webb Center.
- Keys allow access for assigned living spaces and mailboxes.
- If a Room Key is lost:
  - Residents should report this to the front desk of their assigned community.
  - If a lock change is warranted to maintain the resident's security, the resident will be charged a nonrefundable fee of $75 per lock change.
    - Once the lock change procedures have been initiated the process cannot be cancelled, regardless if the missing key is found.
- If property is stolen, residents should immediately report the theft to ODU Police.

Residential Building & Room Access

- Residential security measures include external entry & exit points, locked 24 hours a day.
  - Entry points are swipe accessible with a valid University ID Card.
  - At most residences a courtesy phone box is located at the entrance to allow a guest to call the resident host from the outside of the building to announce their arrival. This phone can also be used to call for emergency assistance if necessary.
- Residential rooms & living areas lock upon closing, and are locked 24 hours a day.
  - Doors are accessible with assigned room keys and spare keys.

Lock Outs

- If a resident is locked out of their room, they should:
  - Visit the front desk of their assigned community.
  - Request a loaner (X/C) Key, and show proof of living in the building (UIN or ID Card)
  - Loaner keys must be returned within 15 minutes.
    - Failure to comply will result in a $75 charge for a lock change.
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Visitors & Tailgating

- Visitors should wait for their host outside of the building or in the front lobbies.
- Visitors are required to be escorted through the building by their host at all times.
- Tailgating is when someone enters a residence behind a person who is granted access.
  - It is the shared responsibility of all residents and staff to prevent tailgating.
  - This can be appropriately prevented by asking them to wait for their host in the lobby.
  - No one is required to hold the door for people they don’t believe live in the building.
  - People who allow tailgaters into residences assume responsibility for that person.

Residents are not permitted to:

- Install their own locks or alarms on any residence hall doors.
- Lend, sell, or transfer their ID card or key to anyone or any group.
- Duplicate ID cards, keys, and/or access devices (this is strictly prohibited).
- Failure to comply may result in the loss of the resident’s ability to live on-campus.

 Residents have a responsibility to help ensure the safety of each residence hall community. Everyone who lives in a building has proper card access to the building and is required by ODU policy to carry an ODU ID card at all times.

PERSONAL SAFETY & THEFT PREVENTION

Living Safely On-Campus

HRL encourages residents to take all reasonable steps to ensure their personal safety and security. Additional crime prevention information can be obtained by contacting HRL staff members, the ODU Police Department, or the Division of Student Engagement & Enrollment Services.

- Always practice awareness and good judgement
- Utilize the campus safety services & ODU Police as listed in the beginning of this section.
- Do not prop external or room doors open at any time.
- Do not allow tailgaters into the residential buildings, or strangers into living spaces.
- While walking across campus:
  - Be mindful of technology use and be aware of surroundings
  - Whenever possible, carry a cellular phone when walking in remote areas.
  - At night, walk in well-lit corridors of campus. Try to reduce walking around.
- Report suspicious activity to the police.

Students should always let someone know where they are going and when they plan to return. For reasons of safety and in the event of an emergency, residents are encouraged to inform their roommate(s) or someone else in their residence hall/apartment building whenever leaving the hall for an extended period of time.

Theft Prevention

Theft, Loss, or Damage to Personal Property

- ODU does not assume liability for damage or loss of personal property.
- Residents are encouraged to carry personal property insurance to protect against loss.
  - Insurance may be covered by one or more of their parent’s insurance policies.
  - Otherwise, residents are encouraged to purchase their own.
- All thefts and vandalism, including all attempts, should be reported to ODU Police at (757) 683-4000 and to the residential hall staff via the front desk or RA on Duty.
To help protect personal property:

- Lock room door at all times; never lend a room/apartment key to anyone.
- Keep all valuables in a safe place; do not leave valuables in the open and unattended.
- Report suspicious persons to ODU Police and the residence hall staff.
- Do not prop open exit and stairwell doors.
- Report lost ID cards and keys to the front desk immediately.

**INCLEMENT WEATHER & EMERGENCIES**

**Inclement Weather**

*In the event of Inclement Weather:*

- HRL staff will issue emergency procedures.
  - It is requested that residents obey the directives of the staff.
  - Students are encouraged to register with [ODU Alerts](#).
- Inclement Weather includes: natural disasters, tornado warnings, hurricanes, and other weather related emergencies.

**Emergencies**

*Who to contact in the case of emergencies:*

- HRL office from Monday to Friday 8 a.m. to 5 p.m., call (757)683-4283.
- Front Desks & RAs on Duty per community (information available in lobbies/public spaces).

*If the University determines the necessity to close the campus and/or residence halls/apartment communities due to an emergency, students must make arrangements to vacate the campus. The University is not responsible for the evacuation of students or providing shelter at times when the University closes. Students are required to submit their emergency evacuation information to Housing & Residence Life prior to checking into University housing.*
Amenities & Services

**CABLE TV & NETWORK ACCESS**

All the services listed below are supported by Information Technology Services (ITS). In the case of any malfunctioning services, guidelines for accessing the ITS HelpDesk are also listed below.

**Network (Wi-Fi & Ethernet) Access**

**ODU Wireless Networks & Wi-Fi Access**

- ODU Wi-Fi is free and available across campus in all residence halls.
- Can only be accessed with a valid MIDAS login.
- Main network for residents is MonarchODU, not AccessODU
- Additional Information at: [https://www.odu.edu/ts/access/wireless#tab93=1](https://www.odu.edu/ts/access/wireless#tab93=1).
- Remote Printing: [https://www.odu.edu/ts/labs-classrooms/information/printing](https://www.odu.edu/ts/labs-classrooms/information/printing)

**ODU Ethernet Network Access**

- Readily available in all residential communities across campus.
- Residents need to supply their own devices and Ethernet cords.
- To connect Smart devices and game consoles, residents need to use the following service (MIDAS login required): [http://ww2.odu.edu/apps/deviceregister/](http://ww2.odu.edu/apps/deviceregister/).

**Cable TV & Monarch Movie Channel**

**Cox Cable TV**

- Cable TV is free and available across campus in all residence halls.
- For in-room access: residents need to have their own TV sets and cable cords.
- Cable TV is available in community spaces for every residential community.
- Regular and HD channel listings at: [https://www.odu.edu/life/culture/campus-cable](https://www.odu.edu/life/culture/campus-cable).

**Monarch Movie Channel**

- Streaming video service available across campus through devices with internet access.
- Can only be accessed via ODU internet networks.
- New movies are available every month at [https://www.monarchmovies.odu.edu](https://www.monarchmovies.odu.edu).

**Telephone Access**

*If in-room local telephone services are needed:*

- Contact Housing & Residence Life at (757) 683-4283 or housing@odu.edu.
- Fees billed to student accounts: $50 for installation; $25 monthly charge.
- Residents need to provide their own telephone and calling card as needed.
ITS HELPDESK & FOOTPRINTS SYSTEM

The ITS HelpDesk can help with technology related concerns. ITS HelpDesk can be contacted at (757) 683-3192 itshelp@odu.edu. Their office is located in the Webb Center, open 8:00am – 5:00pm, Monday - Friday.

FootPrints Tracking System

- Online request portal: available 24 hours a day, 7 days a week.
- Incident tracking system at http://fp.odu.edu.

FRONT DESK SERVICES

Front desk hours:

- Legacy & Quad Communities: 24 hours a day, 7 days a week.
  - Gresham East/Rogers East: 12:00am – 6:00am, 7 days a week.
- Apartment Communities: 6:00am – 12:00am, 7 days a week.

Front desk locations:

- Front desks are located in the front lobbies of all communities unless noted below.
- Rogers East residents utilize Rogers Main’s front desk from 6:00am – 12:00am.
- Gresham East residents utilize Gresham Main’s front desk from 6:00am – 12:00am.
- Foundation House residents utilize Gresham Main’s front desk.
- Powhatan Village front desk is located in Powhatan 2’s pavilion (overhead with bike racks).
- University Village front desk is located in Building 2 at W 45th St. and Killam Ave.

The following services are available at all residential front desks:

- General Inquiries regarding the building, housing, or the University.
- Report any facility issues or safety/security concerns in the building/campus.
- Check out hall equipment (e.g. cleaning supplies, games, etc.)
- Check out loaner (X/C) keys; more info available under the "SAFETY & SECURITY" section.
- Receive Mail & Packages from correspondents. See below for more info.

LAUNDRY & VENDING

60 Laundry Swipes (1 per wash OR dry cycle) are given to residents each semester. Unused laundry swipes carry over from Fall to Spring, and Spring to Summer but do not transfer between school years.

Laundry Room Locations:

- Gresham Main: 3rd floor
- Rogers Main: 2nd floor
- Gresham East/Rogers East: all floors
- Whitehurst: 1st, 4th, and 6th floors
- Virginia/Ireland: 2nd, 3rd, and 4th floors
- The ODU Inn: 1st and 2nd floor
- University Village Buildings, Scotland/England, & Dominion/France: 1st floor
- Powhatan Village: at either pavilion (large overheads with bike racks and mailboxes)
- Nusbaum: entrance of 1000 W 49th St. and Killam Ave.

Caldwell & Gregory
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- Private laundry vendor for all laundry machines across campus.
- More information at [http://www.caldwellandgregory.com/content/students](http://www.caldwellandgregory.com/content/students).

**Vending (provided by Pepsi Co.) Locations:**

- Unless noted below, vending machines are located in laundry rooms.
- Gresham Main/East, Rogers Main/East, & The ODU Inn: Lobby area

*All machine issues should be reported to the appropriate front desk. Laundry/Vending related refunds available at: [https://orgsync.com/69738/forms/99630](https://orgsync.com/69738/forms/99630).*

## MAIL & PACKAGES

### Mailbox locations:

- Accessed via room keys. Divided per room number, not per resident.
- Unless noted below, all mailboxes are located on the 1st floor of each building.
- Gresham East/Rogers East: in the Main Halls for each complex
- Ireland: in Virginia House
- Powhatan Village: under the pavilions (large overheads), outside of the laundry rooms.
- Nusbaum:
  - 1044, 1010, and 1011 West 49th: entry door stairwell.
  - 1000 West 48th Street: outside the first floor apartments.

### Sending Packages to the Residential Communities

- All building addresses: [https://www.odu.edu/life/housing/on-campus-housing/residences](https://www.odu.edu/life/housing/on-campus-housing/residences)
- University Village Residents: utilize the specific street address, not the building name.
- Powhatan Village Residents: utilize the building letter and room, not the building name.
- Packages delivered to the front desks will only be accepted if the name on the package matches the resident's name on record.

### Packages at the front desks

- Residents agree to give HRL staff members' permission to handle mail.
  - Mail forwarding and accepting express mail and packages, etc.
  - Mail delivered to the residence halls is not insured.
  - ODU is not liable for misrouting, disappearance, or theft.
  - Building staff should be notified of any issues in receiving mail/packages.
- Residents may pick up their packages at the appropriate front desk (locations above).
  - Nusbaum residents may arrange for their packages to arrive at apartment doors.
- To claim a package at residence hall front desks:
  - Desk staff will notify residents that their package(s) have arrived via their ODU email.
  - Residents must bring their ODU ID (or UIN) to the front desk.

### U.S. Post Office & Independent shippers

- U.S. Post Office located at 38th St. and Colley Ave.
- Independent shippers deliver directly to the front desks.
- All mail/packages are delivered to the residential communities on a regular basis.

Unclaimed mail/packages will be returned to the sender after seven (7) days. At the end of each residential agreement period, unclaimed packages are returned to the sender. First and second class mail is forwarded to the student’s permanent address as listed in their Leo Online records. It is the student’s responsibility to ensure the information is updated and accurate.
MAINTENANCE AND WORK ORDERS

Emergency Maintenance

- Handled on a first-in, first-out basis
  - Immediately notify the appropriate RA on duty and/or front desk.
  - If it is an emergency, hall staff will coordinate the proper staff to handle the issue.
  - If it is not considered an emergency, please fill out a work order (directions below).
  - Examples:
    - Total loss of power to entire building
    - Apartment or room Flooding
    - Safety issues Security issues (locks, doors or windows)
    - Damage to University property

Non-Emergency Maintenance Work Orders

- Maintenance Direct work orders can be submitted at: www.odu.edu/md
  - Online resource to track requests, with status notifications.
  - Facilities staff will work on the issues within the next few days
  - Examples:
    - Burnt out lights
    - Water is too hot or cold
    - Sink or tub draining slowly
    - Pest Control
    - Toilet will not flush (when another toilet is in the suite)

Facilities Management is open 8:00am – 5:00pm, Monday – Friday. Facilities Management can be reached at (757) 683-4269. Additional information at https://www.odu.edu/facilitiesmgmt
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Campus Policies

In addition to this section, the following information is available:

For the University Policies & Procedures, click here.
For the Student Code of Conduct, click here.
Student Conduct Process, click here.

For either page, pressing “CTRL + F” will significantly reduce search time for specific information. If a student is in violation of any of the below regulations, the student will be referred through the student conduct process.

NOISE

Prohibited Behaviors

- Excessive noise
- Loud sound systems, gatherings in hallways, and other disturbances
- Sound systems played out of windows
- Playing drums and amplified sound equipment

Courtesy Hours

- In effect 24 hours a day, 7 days a week. Be sensitive to neighbors.
- Maintain a noise level that cannot be heard outside of a room/apartment/or common areas.

Quiet Hours

- In effect from 10:00p.m. (12:00am on Friday/Saturday) until 8:00a.m., the next morning.
- Maintain a minimum noise level for others to study or sleep without disturbance.
- Maintain a noise level that cannot be heard outside of a room/apartment/or common areas.
- 24-Hour Quiet Hours In effect during Final Exam week, each semester.

Signage will be posted in all residential communities to provide more details about Courtesy & Quiet Hours during the year and exam periods.

Compliance

If students are confronted for noise (even during Courtesy Hours), they are expected to comply with the request. Residents should confront the source of the noise first, then ask for assistance from hall staff if the situation becomes unmanageable. Excessive noise during Courtesy Hours can result in referral to the student conduct system.

GUESTS

When Hosting a Guest at any time:

- Residents must escort their guests within the residence halls at all times.
- residents are advised to consult with their roommate(s) prior to having guests.
- residents will be held accountable for their guest's behavior. residents should familiarize themselves (as well as their guests) with university and hrl policies.
- the roommate’s expectation of privacy, sleep and study take precedence over the privilege of a host to have a guest. residents and their roommates are the only ones permitted to live in their designated room, guests should not be living there in any capacity.
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Visitation

- Visitation Hours: between 10:00am – 12:00am, any given day.
- Each resident is permitted up to 3 guests during Visitation Hours.
- Residents are encouraged to use common areas when they have more than 1 guest.

Overnight Guests

- Guests staying in the residence halls outside of visitation hours, any given day.
- Each resident is permitted only 1 overnight guest, any given night.
  - Non-relatives under 18 years old are prohibited.
  - Guests staying more than 2 nights in any consecutive 7-day period are prohibited.
    - Exceptions MUST be jointly granted by the RHD and AHD of the community.

Registering & Checking in an Overnight Guest

- Register before 12:00am (via personal device or the front desk):
  - Register a guest at https://odu.starrezhousing.com/StarRezPortal/ before 12:00am, or the guest will not be permitted to stay in the residence hall.
- Check in to the front desk before 2:00am
  - Verify the guest’s ID and receive an overnight guest bracelet from desk staff.

If an overnight guest is not wearing their wristband, the host resident will be documented for a Guest Policy violation and referred to the Student Conduct Process. Questions can be sent to the hall staff.

There may be certain times of the year, such as the beginning of the fall semester, semester breaks and exam periods, when the guest and/or visitation policy may be restricted or modified. The University reserves the right to deny access to any guest if it is reasonably determined the person has disturbed, endangered or disrupted other residents. Visitation privileges may be suspended administratively by HRL or by a conduct officer as a result of conduct sanctions.

ALCOHOL & DRUGS

All HRL facilities and residents are required to be in compliance with Virginia (state) and Norfolk (local) laws regarding alcoholic beverages and other drugs.

Policy 6603: University Drug and Alcohol Policy

It is the University Code of Student Conduct’s goal to educate members of our community about the health risks associated with the use and abuse of alcohol and other substances, and about the campus and community resources available for counseling and therapy.

Alcohol

Prohibited Behaviors

- Underage drinking at anytime, anywhere on-campus.
- Purchase, use, or possession of alcohol by a minor (anyone under 21 years old).
- Possession of alcohol within the first year residence halls.
  - Whitehurst, Gresham, Rogers, Scotland, England, France
  - See below for other buildings (regarding residents over 21 years old)
- Encouraging underage drinking or irresponsible/unsafe drinking habits.
- Displays of alcohol culture in the residence halls (i.e. empty beer bottle pyramids, empty liquor bottle room decorations, drinking game tables, etc.). Empty alcoholic beverage containers are NOT permitted in the residence halls.
All of the above regulations apply to guests of residents.

Residents and Guests who are over 21, Regarding Alcohol:

- All above regulations still apply to residents and guests, regardless of age.
- Alcohol is permitted in all upperclassmen communities by individuals 21 years and older and only where all assigned roommates/guests are also 21 years and older.
  - Apartment Communities, Virginia, Ireland, Dominion, The ODU Inn, Foundation House

All of the above regulations apply to guests of residents.

Drugs

Prohibited Behaviors

- Illegal drugs and drug paraphernalia are not allowed on-campus, or in the residence halls.
- Illegal use and possession of drugs is prohibited.
- Illegal sale, delivery and/or manufacture of drugs is prohibited.

All of the above regulations apply to guests of residents.

BICYCLES

Prohibited Behaviors

- Improper parking is subject to fines and/or removal by University Police.
- Locking bikes to handicapped ramps, fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with exit from the building.
- Keeping bikes inside of the residence hall/rooms.
  - Bike racks are available at every residence hall.
  - The University suggests U-locks for bike theft prevention.
- For safety reasons, bicycles must be walked along side of, inside of buildings.

COOKING

For safety reasons, including the possibility of fire, cooking is permitted only in University-designated kitchen/kitchenette areas. Cooking is NOT permitted in residence hall rooms. While cooking, do not leave food unattended. Burnt food may activate the building fire alarm and students may be financially responsible for any damages caused in addition to conduct sanctions imposed.

FIGHTING & SPORTS IN THE RESIDENCE HALLS

Fighting in the Residence Halls

If a resident feels that a situation indicates a fight is about to occur, they are strongly encouraged to step away from the situation and immediately notify ODU Police (757) 683-4000 and the appropriate hall staff to resolve the situation. Please refer to the Terms & Conditions of the Housing & Dining Agreement for the statement on “Fighting & Physical Abuse”.

Hall Sports

Playing sports in residence halls is not permitted. Examples include, but is not limited to:

- In-line skating
- Skateboarding
- Bicycle riding
- Indoor basketball
- Indoor football
- Indoor Frisbee
- Indoor soccer
- Golfing
- Foosball
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- Beer pong
- Ping-pong or any variation
- Tag or chase
- Wrestling
- Throwing, kicking, or hitting any type of object

FIRE SAFETY

All residential communities are equipped with smoke detectors and contain fire extinguishers. Fire alarm pull stations are located in each corridor. This equipment is regularly checked to ensure that it is in working condition. Fire drills are conducted twice each semester.

Strictly Prohibited Behaviors

- Covering walls or ceilings with cardboard materials.
- Covering more than 50% of any given wall with ANY materials.
- Storing or using flammable materials.
- Deliberately setting off a false alarm.
  - Potentially subject to Housing termination and/or University suspension.
- Blocking or hanging items from sprinklers.
- Tampering with fire safety equipment.
- Removing any part of, covering, damaging or interfering with the fire alarm system/smoke detectors.
  - Fire extinguishers, smoke detector faceplates and/or battery covers, or an exit sign.
- Smoking (of any kind) inside or within 25 feet of any building on-campus.

Policy 3220: University Smoking Policy

When a Fire Alarm sounds, all persons in the building MUST:

- Evacuate by quickly and calmly exiting the building.
- Evacuate at least 200 ft. from the building and report to the designated assembly area.
- Remain in the assembly area until the proper authorities allow re-entry.
- Adhere to the above procedures whether it is a Fire Drill or Fire Safety Emergency.

Fire Drills & Fire Safety Education are in place to comply with state and local regulations.

Designated Assembly Areas

- Whitehurst – Whitehurst beach area by volleyball area.
- Powhatan I – Parking lot adjacent to building A-G.
- Powhatan II – Parking lot adjacent to Facilities Management building.
- Rogers Main and East – WHRO parking lot (Lot 1).
- Gresham Main and East – Parking lot on west side of building in the back (Lot 16).
- Foundation House – Gresham Hall side of 49th street.
- All Quad Houses (except for Dominion House) – Center of quad (grassy area).
- Dominion House – Next to France House (grassy area).
- The ODU Inn – near gazebo and community center (grassy area).
- University Village – Across the street from their building and or in the 2nd row of parking closest to the building.

PROHIBITED ITEMS

Students are not permitted to have the following items in their residence hall rooms or apartments as they present general safety concerns for the residential community. This list does not include
other items such as dangerous chemicals, weapons, drug and alcohol consumption devices already covered by Old Dominion University policies and the Code of Student Conduct.

**Prohibited Items:**

- Decals, metal signs and stickers
- Pets (with the exception of fish in a \(<10\) gallon tank)
- Electrical appliances with exposed heating elements
- Microwaves (except in the apartments and the quad)
- Darts and dart boards
- Bean bag furniture
- Liquid-filled furniture
- Candles, incense, torches, and other objects with open flames
- Halogen lamps
- Fire hazards such as: extension cords, live Christmas trees, and multi-outlet plugs
- Firearms, fireworks, and dangerous weapons
- Lofts, platforms, and bed risers (bed risers may be used on non-adjustable beds).
- Major appliances (such as washers, dryers, dishwashers)
- Motorcycles, and other internal combustion engines inside or adjacent to buildings
- Aerials, masts, and other shortwave radio transmitting equipment
- Gas or charcoal grills, and other flammable materials
- Deep fryers
- Weights

### COMMON AREAS & UNIVERSITY PROPERTY

**Common Areas**

- Common areas are provided for meetings community activities, and resident use.
  - Furnished with chairs, couches, tables, and other furnishings. These furnishings may NOT be removed for any reason. Violations may be subject to conduct action.
  - Every community has a remote access printer: Click [here](#) for more info.
- Lobbies, study rooms, community rooms located in every residential community.
- Reserve a community room at: [https://orgsync.com/69738/forms/107101](https://orgsync.com/69738/forms/107101)
- Community Learning Centers (CLC’s) – equipped with computers
  - In Virginia House, Powhatan 1, Whitehurst Hall, and Gresham/Rogers Main.

*Hall staff are available for further information on scheduling/reserving these areas.*

### Roofs, Windows, and Ledges

**Prohibited Behaviors**

- Exiting onto roofs and ledges, or climbing from windows.
- Throwing objects from windows or roofs.
- Removing screens from windows for any amount of time. If a screen falls out of a room window, it is the resident’s responsibility to report it to maintenance.
- Windows should remain closed during break periods.
- Postings of any materials on either side of residence hall windows. Signs, posters, decorations, etc. may be posted in student rooms but must be done in a manner that does not hinders the exit of view through the window.
Tampering with University Equipment

Tampering with any mechanical or electrical unit within the residence halls/apartments is not permitted. Specifically, you must not tamper with, or use without authorization, any part of a residence hall/apartment complex elevator system, hall/apartment locking systems, life safety equipment, including, but not limited to, smoke alarms, fire alarm mechanisms, fire sprinkler mechanism, and life safety signage, refrigeration, heating, cooling, or computer/Ethernet jack and cable connections. Interfering with security systems, tampering with locks or elevators or unlocking doors designated to be locked is strictly prohibited; students will be documented and referred to Student Conduct.

MEDICAL DEVICE (SHARPS) DISPOSAL

Medical Devices or Sharps

- Any device having corners, edges, or projections capable of cutting or piercing the skin.
- Pose a safety hazard to the custodians and other personnel who handle waste.
- Hypodermic needles or other sharp medical devices. These types of devices are often contaminated with blood or bodily fluids.

*Sharps cannot be disposed of in the trash; they must be disposed in an approved sharps container. Residents must provide their own sharp disposal device.*

*If you generate this type of waste, please follow the procedures listed below to dispose of your sharps waste:*

1. Purchase an approved sharps container from a local pharmacy, physician or hospital.
2. Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to anyone.
3. When full, the container should be taken to an authorized sharps disposal site.

*For further information on local sites, call 1-800-603-4068 or visit any local pharmacy or any area health department. Some pharmacies will dispose of sharps for customers if purchased from them; please check with a pharmacy for further information on their sharps program.*

PETS & SERVICE ANIMALS

*If a non-registered is found in the Residence Halls:*

1. Pets other than fish in a ≤10 gallon tank are prohibited.
2. The resident will be billed for the any associated charges for pest control/cleaning measures.
3. The pets must be removed from campus within 24 hours by personal means.
   a. The pet could be turned over to the Animal Control Center or the local Humane Society if the resident cannot find appropriate off campus arrangements.
4. The incident will be documented by hall staff for further conduct action.

Registering Service Animals & Emotional Support Pets

- Service animals & emotional support pets that assist people with disabilities are permitted as required by law. Both must be approved by Educational Accessibility and HRL.
- Contact Educational Accessibility at (757) 683-4655 or visit the Student Success Center to submit documentation for a service animal accommodation request.
- Contact HRL at housing@odu.edu or (757) 683-4283 for information on the review/approval processes that must be completed to bring animals into the residence halls.

More information at [https://www.odu.edu/life/diversity/accessibility/service-animals](https://www.odu.edu/life/diversity/accessibility/service-animals).
ROOM ALTERATIONS AND DECORATIONS

Decorations will add to the comfort of a room and make it more attractive and homelike. Keep in mind when decorating, that students are responsible for maintaining the condition of their rooms. Most of the room furnishings are moveable to allow arrangement of the room for personal satisfaction.

Residents are not allowed to:

- Take apart or stack HRL furniture.
- Remove HRL furniture from the designated (living or common) spaces.
- Remove (closet or room) doors from their hinges.
- Use common areas to store personal items that don’t fit in individual living spaces.
- Personally attempt room alterations or repairs in the residence halls.
  o Removing windows (screens or shades)
  o Painting/paneling walls
  o Removing built-in furnishings and appliances.
- Decorate walls, ceilings, and HRL furniture with decals and/or stickers.
- Utilize wire, rope, string, nails, bolts, or double sided tape to hang decorations.
  o Alternatives: Masking tape, poster putty, thumbtacks, and straight pins.
- Hang items from or attached to any ceiling or door surface.

Residents will be charged for any damage that is caused as a result of room decoration. It is imperative students plan carefully to avoid any expense at move out. Should a resident perform their own repairs or alterations, the resident may be required to pay any associated fees with restoring the room to its original condition and may be referred to the student conduct process.

POSTING, ADVERTISING, & SOLICITATION

Advertising in the Residence Halls

1. For advertising across campus:
   a. 1 to 2 weeks prior to the event, deliver copies of the flyer to the HRL office.
2. For advertising within a specific residence hall or residential community:
   a. Request approval from the RHD of that building or community.
3. All publicity must be approved by an authorized HRL staff member prior to posting.
   a. HRL will not guarantee placement of items.
   b. HRL has limited posting space and reserves the right to decide the number of posted materials.
   c. Unapproved items found posted will be removed and may result in the office/group being denied posting privileges in the future and maybe referred to Student Conduct & Academic Integrity for adjudication.
   d. No items will be approved which advocate alcohol/drug use or inappropriate behavior.
   e. No items may be put under doors or in the door frames without authorized approval.
4. If approved, publicity will be posted for a maximum of two weeks, or the day after the event. This does not include semester-long event calendars that are produced by offices/departments on the university campus.

See Appendix IV for the amount of flyers/posters needed for the residence halls.
Sales & Solicitation

Policy 1600 - Solicitation Policy

- Not permitted in any public area or residential community.
  - Excluding HRL staff-sponsored fundraising programs.
- It is not permissible for any student or guest to operate a business from any residence hall room, or apartment, study lounge, CLC, or community room living environment.
  - This includes approaching students with a product(s), sliding information under doors, stopping students in the hall/apartment hallways, calling students, etc.
  - Students are also prohibited from conducting business on the University computer or telephone system.

To protect the privacy of residents, solicitations, sales, canvassing, fundraising, and contribution drives are restricted within the campus residences. The exceptions to this rule involve the Residence Hall Association and the Community Councils.
Guide to Living On-Campus

Moving Out

CHECKING OUT OF THE RESIDENCE HALLS

Check Out Process

1. Schedule a check out appointment (at least 24 hours in advance) at the front desk.
   - Requests within 24 hours will be denied.
   - Make the proper logistical arrangements prior to scheduling a check out.
2. Remove all personal belongings from the living space.
3. Clean the living space to its original condition, at move in.
4. An RA will be notified to meet the resident at the scheduled time.
5. Check out of the room with that RA and return all room/loaner keys to hall staff.

Failure to follow the instructions for the check-out procedures may result in an improper check out charge added to your student account in addition to any room damages that maybe found upon room inspection.

End of Semester Check Outs

1. The RAs will hold end of semester floor meetings, outlining Check Out procedures.
   a. This is the best time to ask in-person questions, regarding Check Out.
   b. Other Check Out specific information will be posted by the start of finals week.
2. At the end of each semester, residents must check out:
   a. No more than 24 hours after their last final exam.
   b. By the official date/time the building closes for the break.
3. All Check Out procedures must be followed with the original living space.

Move Out Timeline

- For all residential communities (except the University Village Apartments):
  a. Please refer to Terms & Conditions for when residents will need to depart from their residence.
  b. Extension requests needs to be made to the RHD of the community.
     i. Extensions are only available until noon the following day.
- For the University Village Apartments:
  a. Please refer to Terms & Conditions for when residents will need to depart from their residence.
  b. These apartment agreements will have a summer payment. (Please refer to Terms & Conditions for exact date)
  c. Charges will likely be placed on accounts in April for the summer term.

Changing Rooms On-Campus (Before the End of the Semester)

1. All Check Out procedures (above) must be followed with the original living space.
2. The resident (with an approved room change) may move to the new living space.
Termination of the Housing & Dining Agreement (Before the End of the Semester)

In a case that a resident’s actions indicate that the resident’s continued presence in the residence hall community poses an imminent danger to persons or property:

1. The Executive Director of Housing & Residence Life or designee may take emergency action by serving the student with a notice to vacate the building immediate and not return, pending further investigation and possible mediation.
2. HRL reserves the right to change the locking devices on resident room door and/or residence hall outer doors in order to enforce this action.
3. If a resident has violated the standards and values of the residence hall community to the extent of no longer being able to be a successful member of that community, the Housing and Dining Agreement will be terminated.
4. All decisions are based on a resident’s ability to maintain satisfactory academic and conduct standing throughout the academic year.

Specific information regarding the check-out process is available through the hall staff. If a resident has any questions, please speak with the hall staff to retrieve the most current information regarding dates and any procedural changes. By checking out, it does not release a student from their responsibilities under the Housing and Dining Agreement unless an exception is made, in writing, from the Executive Director for Housing & Residence Life or his/her designee.

DAMAGE APPEALS

Residents can submit an appeal for damage charges should they believe it warranted.

- Residential Damage and Fee Appeal Form: [https://orgsync.com/69738/forms/140024](https://orgsync.com/69738/forms/140024).
- Residents may appeal damage charges based upon three possible reasons the following:
  a. Damage is believed to be the result of “normal” wear and tear
  b. There is a duplicate charge; individual was not a student at the time.
  c. Damage charge notification is sent to student’s email accounts.
  d. All damage appeals must be received within 10 business days of the notification being sent to the student’s email account.

UNCLAIMED OR ABANDONED PROPERTY

Abandoned Property includes all property where the owner voluntarily relinquishes possession.

- All property left by a student in a University facility after separation from the University.
- All items remaining in a room in a residence hall upon the conclusion of the housing agreement or the student’s separation from the University.

Lost Property is property where the owner does not voluntarily relinquish property.

- Due to accident, forgetfulness, negligence, and the property owner is ignorant of the property’s whereabouts.
- If property cannot be located, residents can file a police report with the ODU police.

Unclaimed or Abandoned property left in the room, apartment, storage room or on the premises will be disposed of in accordance with University policy. Items remaining in after a space has been officially vacated will be treated as abandoned property and kept in storage for donated to a non-profit organization or discarded after 120 days.