

# Inside Our Halls and Houses

Residential Living  
at Augustana College

2009–2010

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## Residential Life Professional Staff 2009-2010

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### **Mission Statement**

*The Office of Residential Life at Augustana College is committed to taking full advantage of the unique residential living environment to support and enhance the academic experience by encouraging self-exploration, development, individual respect and community responsibility.*

# Welcome to Our Community

Living in campus housing can be one of the most memorable times of your life. You will meet all kinds of people, experience a variety of opportunities and make many personal discoveries. This is the place where by trial and error and challenge and support, you will learn the ropes of adulthood along with hundreds of other students.

You are now a member of a dynamic and unique community defined not only by living proximity, but also by many of the goals, needs and values you share. To enhance this rare opportunity, our staff will schedule regular community meetings where you can discuss common issues and standards like noise levels and visitors, coordinate all sorts of social activities and educational programs, and serve as mentors when you need advice or support.

With this handbook as your guide, you will successfully navigate this new environment. Our staff is here to help.

## Residential Life Staff and Services

### Desk Staff

Hall desks are open during evening and early morning hours to provide a variety of services to residents. Hours of operation are posted in each hall in the vicinity of the desk. Responsibility for the desk is shared by student Desk Assistants (DAs) and professional Night Desk Security (NDS) staff. Services Include:

- Change service, limited to bills no larger than \$10
- Check-out of a variety of equipment and supplies
- Emergency Assistance
- Campus directory assistance
- General information and assistance regarding your hall or campus life
- Vending and laundry machine refunds
- Overnight registration of non-Augustana students (guests must furnish identification)

The NDS also performs the following security-related functions:

- ID card checks upon entering the building
- Inspection of bags, backpacks or other items where there is reasonable belief that they contain banned or illegal items

## **Community Advisers**

A Community Adviser (CA) resides on every residence hall floor and in most upperclass houses and apartment areas. Your CA is literally your link to Augustana. He or she can provide the following services:

- Coordination of activities
- Emergency assistance
- Facilitation of college rules and regulations
- Lock-out service (\$2 fee)
- Maintenance and repair requests
- Mediation of roommate or community conflicts
- Peer counseling
- Referral suggestions/assistance

## **Assistant Residence Directors**

The Assistant Residence Directors (ARDs) are undergraduate students with CA experience. They generally work behind the scenes, supervising the service desk operation and assisting the Resident Director with building management. They can help you with the following:

- Desk service questions or concerns
- Emergency assistance
- Hall or campus information
- Lock-out service (\$2 fee)
- Questions relating to Hall Council

## **Residence Directors**

Residence Directors (RDs) are full-time college employees, professionally trained to manage each residence hall or area. Think of your RD as a guidance counselor, teacher and principal all in one package. You can schedule an appointment to see your RD via e-mail or at your hall service desk.

## **Central Office Staff**

The Office of Residential Life is located in the west wing of Andreen Hall at 960-38th Street. The Director of Residential Life is responsible for the management of the housing operation. The office is open Monday through Friday between 8:00 a.m. and 4:30 p.m. for information and assistance regarding any housing-related issue, and particularly for telephone and laundry-related problems.

# Community Standards of Conduct

Maintaining standards of conduct is an important part of community living. These standards clarify the behaviors that are and are not considered acceptable. When they are not met by individuals, disciplinary action is taken not only to protect the community but most importantly to challenge students to develop responsible, mature behavior.

Disciplinary actions are based upon the nature of the incident and a hierarchical sanctioning process. Major violations of civil law which jeopardize the health, safety or property rights of residents or the college will be referred to the proper authorities for investigation and legal action. These situations may involve formal judicial action by the college as well.

A chart detailing specific violations and the typical minimum disciplinary actions taken by the college is available online at [www.augustana.edu/reslife/](http://www.augustana.edu/reslife/). Copies are also posted in each hall and TLA area. Please keep in mind that college staff may adjust sanctions for special circumstances or in consideration of individual student needs. The chart should be considered as a general guideline only.

## Definitions

**Guilt by Association** The concept of Guilt by Association, also known as “knowingly present,” refers to students found in the immediate proximity of a policy violation while not actually participating in it. A common example of this is being present, although abstinent, in a room where others are consuming alcohol. Active participant or not, you would be held equally responsible for the violation since by your very presence you condone the behavior of others in the room.

**Housing Dismissal** The Office of Residential Life may cancel the contract of students whose conduct is considered chronic or excessively disruptive. In such cases, these students will be required to remove themselves from their assignment and to relocate to housing accommodations off campus. Students dismissed from housing will continue to be held financially responsible for basic housing rental charges until the end of their junior year.

**Appeal process** Students have the right to appeal any disciplinary action they believe has been unfairly administered. Actions by RDs may be appealed to the Director of Residential Life. Actions by the Director of Residential Life may be appealed to the Dean of Students, and actions by the Dean of Students may be appealed to the President of the College.

**Appeal requests must be registered within five days of the date of the sanction letter.**

**Sanction** A *sanction* is generally defined as something that gives binding force to the law, as a penalty for breaking it. Residential Life sanctions include fines, educational assignments, and housing dismissal.

**TLA Restriction** Restriction of TLA housing is utilized in situations where a student’s behavioral history is determined to be a risk factor.

# **Applying Community Standards of Conduct**

## **RESIDENT RIGHTS**

As a member of a residential community, you have the right to expect the following:

- The ability to sleep, read and study free from undue interference, unreasonable noise and other distractions.
- Personal privacy within the limits of the residence halls and respect by others of personal belongings.
- A clean and safe living environment and access to your room and residence hall when classes are in session.
- Freedom from any type of harassment, as well as threat of intimidation and physical or emotional harm including acts of ethnic or racial intimidation, hazing, or discrimination for reasons of race, color, religion, national origin, gender, sexual orientation, age, physical disability or veteran status.
- Assistance and support from Residential Life staff.

## **RESIDENT COMMUNITY RESPONSIBILITIES**

As a member of the residential community, it is your responsibility to:

- Resolve personal and community issues in a calm and diplomatic matter.
- Treat other residents and Residential Life staff with respect, consideration, and cooperation.
- Understand and comply with all college policies and regulations.
- Exercise an individual commitment to personal and community security.
- Avoid damaging any college property or the possessions of others, and report those who have done so.
- Respect every person's dignity by reporting incidents of discrimination, harassment or hazing to Residential Life staff.
- Assume individual responsibility for the cleanliness of the community environment by cleaning up after yourself and removing trash to designated disposal areas such as the residence hall recycling center, the trash room or outside dumpster.

## **Community Security Information**

Responsibility for the personal safety and security of the community is an important part of this living experience. Below are some of the means established to assist you in this endeavor.

## **BUILDING ACCESS**

All halls are locked and accessible by displaying an Augustana ID at proximity access readers located at the main entrances. From midnight to 7:00 a.m., entrance to all halls will be restricted to residents only. When the services desks are open, residents without valid Augustana ID will be detained until identification can be determined. Overnight guests must furnish picture ID (see also "Visitation Policy"). Augustana IDs presented by former students will be confiscated and destroyed.

The living areas in the residence halls are permanently locked and accessible to residents only. Residents must swipe their ID card by the card reader located at each living area entrance to gain access. You can assure the safety of these areas by refusing to open doors for people you do not know, by not propping open locked security doors or transferring your ID card to others.

Each hall has outside doors which are considered emergency exits only. These doors are clearly identifiable by a sign or the Detex alarm mounted upon them. Emergency exits are to be used for emergency evacuation purposes only.

## **CAMPUS SECURITY INFORMATION UPDATES**

Large yellow bulletin boards are located in each residence hall lobby to alert the Augustana community to pertinent security issues. Campus incident reports are e-mailed to the campus community within 24 hours of reporting.

## **COMMUNITY SECURITY GUIDELINES**

The guidelines below are for your personal protection as well as the safety of the residential community.

- Never prop open outside or living area doors.
- Never open a locked living area door for anyone who is not your invited guest.
- Always lock your room door, even if you're leaving for only a few minutes, and when you are sleeping.
- Escort your non-resident guests at all times.
- Never allow door-to-door salespeople into your room. Solicitation is prohibited by the college and should be immediately reported to the service desk or to a staff member.
- Immediately report strangers or strange behavior to the service desk or the Security Office (7711).
- Keep friends informed of your whereabouts.
- Travel in groups at night or whenever leaving campus. Walk in well-lit areas, and utilize the Augustana College Escort Service (ACES). Escort service information is available at the hall service desk or from ACES at extension 7550.

## **EMERGENCY COMMUNICATION**

Information is posted on the back of every residence room door as well as most campus doors regarding evacuation, shelter and lockdown procedures. For major campus threats, an on-campus siren will be



utilized to notify the campus community at large. When the siren sounds, all e2Campus subscribers (a free service offered to students at the beginning of the school year through Security Services) should make sure their cell phones and/or computers are turned on in order to receive additional instructions related to the emergency.

## **EVACUATION DIRECTIVES**

In emergency situations, residents and their guests are required to comply with directives issued by college residential and security staff as well as by emergency personnel.

## **EMERGENCY RESOURCES**

Campus Security assistance is available at extension 7711 (Augustana's 24-hour emergency hot line) or by calling any residence hall service desk when open. In life-threatening situations, dial (9) 911.

A poster outlining emergency procedures is posted in every student room.

## **FIRE AND SAFETY PROCEDURES**

Each residence hall and house conducts fire drills during fall term and occasionally at other times during the school year as well. Fire safety and emergency procedures will also be reviewed at your first community meeting. Fire extinguishers, pull stations and emergency exits are located on each floor and within each house. Obstructing or failing to cooperate with emergency evacuation procedures or drills is prohibited under the Illinois Fire Code. When an alarm sounds, evacuate immediately and follow instructions from college staff and firefighters. Smoke detectors have been installed in every room for community safety. Tampering with these devices in any way will result in disciplinary action.

## **KEYS AND ACCESS (ID) CARDS**

College room keys are issued to the assigned occupants of each room and may not be duplicated or transferred to others at any time. Your student ID is your building access card. Lost or missing keys and ID cards must be immediately reported to your RD. Key and lock core replacements cost \$35, with the exception of the Transitional Living Areas, where the price varies. ID card replacements cost \$15 and are available at the Access Control Office located in the basement of Sorensen Hall.

Stickers, color-coded by residence, will be distributed early each fall and are also available from the RD. The sticker must be affixed to the space above your photograph.

Whenever you request key service to enter your room, you will be required to produce identification upon entry and will be charged at the following rates:

CA, ARD, RD Key Service: \$2  
Campus Security Key Service: \$5

## **MEDICAL INFORMATION**

Your CA or RD can help you decide which of the following options to pursue when you are ill:

- Contact a physician.

- Visit Trinity Express Care clinic, 1901-7th Street, Moline (764-6006), open 8:00 a.m.– 7:30 p.m. Monday-Friday and 9:00 a.m.– 4:30 p.m. weekends.
- For assistance with medical-related absences as well as general medical information, contact Kelly Giovanine, Augustana Coordinator of Medical Support, at 794-2693.
- Go to one of the following area hospital emergency rooms. (This is very expensive and best reserved for emergencies):

### **Trinity Medical Center**

Rock Island campus: 2701-17th Street, 779-5000

Moline campus: 500 John Deere Road, 779-5000

### **Medical Transportation**

Transportation for medical, dental, optical, pharmaceutical or psychological services is free. Your options are:

- Augustana Shuttle service: 781-5711 (7:45 a.m.—6:00 p.m. Monday through Friday)
- Local cab service (Augustana ID card required): 788-8182. Call when the Augustana shuttle service is not available.

If you are seriously ill, staff will contact the Coordinator of Medical Support Services, Kelly Giovanine (794-2693), to help notify your parents and professors.

### **SEVERE WEATHER**

Specific emergency instructions are available on the emergency posting in your room. Weather reports, announced on both radio and television, will identify areas affected by impending severe weather and school closings (Augustana College is located in Rock Island County). Additional emergency information will be sent to e2campus subscribers (a text-messaging service available through Security Services).

## **Rules and Regulations**

### **Alcohol**

You may not possess, store or consume alcoholic beverages on campus. (Exceptions to this rule are made for residents and guests of Transitional Living Areas who are 21 years old or older and who abide by the restrictions set forth under the subheading, “Transitional Living Policies and Procedures.”) Students in locations where alcohol is present will usually be considered in violation of this policy, even if not drinking or in possession of alcoholic beverages when a confrontation occurs. Any alcohol found on the premises will be immediately dumped, and related paraphernalia such as beer bong, keg tappers, etc., will be confiscated.

Empty alcohol containers will be considered violations of the alcohol policy, as will bars. Evidence of use of distilled spirits may warrant a room search and will result in doubled fines.

If student behavior is considered to be out of control due to the consumption of alcohol or drugs to the extent where imminent harm is possible to the student, to the residential community, or to college property, the appropriate authorities (i.e. police/ paramedics) will be summoned. The student will be held responsible for any bills or tickets that result.

## **Antennas/Cable Television/Satellite Dishes**

Mediacom expanded basic TV cable service is available in every student room at no additional charge. Other entertainment packages are not available at this time. Problems with cable service should be reported to the Office of Residential Life at 794-2686.

Antennas, satellite dishes (except those provided by the college), or wires may not extend outside student rooms due to possible hazards from electrical shock and storms. You may place approved antennas inside rooms on the door, window (inside), or ceiling providing no damage occurs. Installations are subject to safety inspection.

## **Appliances**

As a general rule, any appliance, with the exception of computers, rated over 6 amps (700 watts) is prohibited. Ideally, the wattage limit for each room should not exceed 8 amps or 1000 watts at any given time. Anything higher than that can blow fuses, which can inconvenience an entire floor or house. Major energy-consuming appliances like refrigerators, microwaves and large stereo systems are limited to one per room. Hair dryers, which can use up to 1900 watts, are to be used in bathroom areas only.

### **Approved Appliances For Use In Student Rooms:**

Clocks, radios, stereos, televisions, DVDs/VCRs, fans, curling irons or hair straighteners with automatic shut-off mechanisms, personal computers, small microwave ovens, non-halogen lamps and small cooking appliances with enclosed heating elements (i.e. coffee pots, popcorn poppers, etc.). For information regarding refrigerators, see "Refrigerators." Irons with automatic shut-off mechanisms are permitted but restricted to use in ironing rooms or laundry areas only.

### **Unapproved Appliances:**

Space heaters, fog machines, halogen lamps, air conditioners, sunlamps, open-coil heaters, immersion coils, deep-fat fryers, hot plates, toasters, toaster ovens, electric skillets, electric woks, pizza ovens, anything with an exposed heating element or burner, large power tools and any other appliance deemed by staff to be hazardous are not permitted.

For information regarding air conditioners, see "Windows."

## **Cooperating With Staff Requests**

Students are expected to cooperate immediately and fully with requests made by a college staff member carrying out the responsibilities of his/her position. If in doubt of a person's authority, students may request his/her name and staff assignment. Failure to cooperate with a reasonable staff request is a violation of Article 12 of the Augustana Code of Social Conduct and may warrant referral to the Student Judiciary for disciplinary action.

## **Damage Liability**

Residents are financially liable and may be judicially accountable for damages they cause to college property, including but not limited to damages caused by electrical appliances or other personal equipment and belongings and those caused by adhesives, nails and tacks, or incidents of vandalism. Upon arrival, you must complete a *Room Inventory Responsibility Agreement Form*, which documents the condition of the room and all items within it. College property noted as damaged or requiring repair or replacement must be listed on this report. The completed *Room Inventory Responsibility Agreement Form* must be submitted to your CA within 48 hours of receipt, or you will be held liable for any previous damages. Copies are available from your RD.

You are not permitted to repair, replace or alter college equipment or property. Only authorized staff members may do so.

Once occupancy is established, all residents are held mutually liable for damages to the room unless responsibility can be clearly established. During final check out at the end of the school year, you may fill out a Damage Responsibility Form to avoid being charged for damages which you did not cause.

The college is not liable for loss of personal belongings (your own or your roommate's) or college property. Your room should be properly secured at all times. "Properly secured" means that the doors and windows are closed, locked, and window stops are in place when assigned occupants aren't present.

Residents are held liable for damages to public and semi-public areas. If individual responsibility for damages cannot be established, the entire floor, wing, hall or house will be held accountable for charges incurred. These charges will be communicated to residents via postings and e-mail alerts.

Residents who observe vandalism and who do not report it to Residential Life staff members may also be found financially liable for damages.

## **Dishware**

Food Service dishware, flatware and trays are not to be taken from dining areas. Dishware found in student rooms will be confiscated by staff on sight and pursued as theft of college property. Fines for dishware found in public areas will be charged to the floor community.

## **Drugs**

Augustana complies fully with all federal, state, and municipal regulations regarding the use, cultivation, manufacture, sale, distribution and/or possession of drugs or controlled substances. These and associated actions are prohibited. Students involved with the use of illegal drugs or misuse of prescription or over-the-counter medications will be immediately referred to the college judiciary for disciplinary action, and may also be referred to local authorities.

Judicial action applies to: 1) anyone present where marijuana or illegal drug use is evident, 2) anyone possessing marijuana or other illegal drugs in his/her assigned room or in other property under his/her control, and 3) anyone who offers or makes arrangements to purchase, sell, accept or provide drugs to another.

Residents aware of the use, cultivation, manufacture, sale, distribution and/or possession of illegal substances are required to report this information immediately to Residential Life staff or they may be considered an accessory.

## **Electrical Cords**

- All cords should be UL (Underwriters Laboratory) or ETL (Electrical Testing Laboratories) approved.
- Extension cords must be no longer than six feet.
- Extension cords may not be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpets or bedding. If the cord is covered, heat cannot escape which could result in a fire.
- Worn or cracked cords are prohibited and will be confiscated on sight.
- Octopus plugs (multiple outlet units) are prohibited, unless they have an internal circuit breaker (surge protector).

## **Firearms, Weapons and Fireworks**

Possession, storage and/or use of any type of firearm, explosive or weapon is not permitted on campus property. This includes but is not limited to bows and arrows, steel-tipped darts, knives, BB and air-soft guns, martial arts implements, pistols, potato and pellet guns, paintball guns, rifles, slingshots, smoke bombs, firecrackers or explosive devices of any type.

## **Food Storage**

Food must be stored in airtight plastic, glass or metal containers to discourage insects and rodents.

## **Furnishings**

College furnishings may not be transferred or interchanged among rooms or public areas. Public furniture found in a resident's room will be considered stolen. College room furnishings may not be stored in residence hall storage rooms or left in corridors or public areas and will be immediately removed. Triple bunking and other practices not consistent with safety regulations is not permitted. Students missing college-issued furnishings at check-out will be charged the full replacement cost.

## **Gambling**

Gambling in any form is prohibited on campus. Such activities include but are not limited to football pools, lotteries or card games involving the exchange of money.

## **Grills**

Charcoal and gas grills are not permitted. Special park grills are available throughout campus as a safe, convenient alternative. Charcoal and charcoal lighter may not be stored on or near the premises. Any personal grills found by staff will be confiscated.

## **Harassment and Hazing**

Harassment and/or hazing of residents or college staff will not be tolerated. Actions defined as harassment or hazing include but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual, or that might degrade or otherwise compromise an individual's dignity.

## **Holiday Decorations**

You may decorate your room for holidays provided it is in accordance with the following guidelines:

- Artificial snow may not be used on windows.
- Live trees or branches are not permitted.
- Artificial trees must be fire-resistant.
- Caution must be exercised when using lights on metallic trees, window or bed frames due to the potential for electric shock.
- Decorative lights must be unplugged or turned off when the resident is not present and should not be hung near combustible materials.
- Materials used to decorate doors must be fire-resistant.

## **ID Cards**

Identity is established by Augustana photo ID. For safety reasons, residents and guests will be asked by Residential Life staff, NDS staff or other college officials to identify themselves or to verify their resident status at any time.

Augustana ID cards may not be borrowed, loaned or altered in any manner, nor may they be used by those who have graduated or withdrawn from the college. This also applies to identification submitted by guests. If this activity is discovered by college staff, the Augustana or guest ID will be confiscated and the guest and/or host will be subject to disciplinary action.

## **Indoor Sports**

You are not permitted to engage in any sport inside college housing. This includes but is not limited to roller blading, riding bikes and throwing/bouncing balls and Frisbees. Rough play, water fights or floods, shaving cream fights, or similar behavior which endangers resident safety or college property are also not permitted.

## **Lofts**

Since all residence hall rooms are furnished with loftable furnishings, no outside loft kits or hand-crafted lofts are permitted. Instructions for placing furnishings in various loft configurations are located at each hall service desk.

## Noise/Quiet Hours

Residents must abide by quiet and courtesy hours. Quiet hours are times when noise from stereos, televisions and conversations must not be audible in hallways, in adjoining rooms or through open windows. During courtesy hours (times when quiet hours are not in effect), residents are expected not to interfere with another individual's ability to sleep, read or study. Students asked by staff or other residents to be quiet during courtesy hours are expected to comply. Floor or house residents may vote for additional quiet hours. At least 51% of all residents must vote in the affirmative for the change to be effected. (See also "Stereos/Musical Instruments.")

All residence halls observe quiet hours from **10:00 p.m. to 10:00 a.m. Sunday through Thursday and midnight to 10:00 a.m. Friday and Saturday**. Courtesy hours are in effect at all times.

During finals weeks, 24-hour quiet hours are observed from 12:01 a.m. on the Saturday prior to finals until 3:00 p.m. on the Thursday of finals week.

## Paraphernalia

Pipes, dugouts, hookahs, bongos, roach clips, blow tubes and any other items associated with drug use—whether or not these items are used for that purpose—will be confiscated upon discovery. In cases where they are found on the scene of a drug policy violation, especially when the police are involved, owners could be ticketed and fined up to \$500/item for possession.

## Pets

With the exception of small fish (in an aquarium not exceeding 10 gallons), pets are not permitted. Aquariums are limited to one per room. In the event that a pet is discovered, students will be fined \$25 each day until the pet is removed. Any resident in violation of this policy is responsible for providing the RD with proof that the pet has been relocated off campus. Fines will continue to be assessed until proof is established.

## Refrigerators

Residents may bring their own refrigerators provided they comply with college specifications. (See also "Electrical Cords.")

- Only one refrigerator of 4.3 cubic feet or less per room is permitted.
- All refrigerators and associated power cords must carry UL approval. Refrigerators must not be self-defrosting nor self-illuminating.
- The refrigerator must be placed in open view and where ventilation is not restricted.
- In TLA housing, refrigerators are restricted to bedroom and kitchen areas only.

## Room Decoration

You are encouraged to think of your room as home. However, please be considerate of roommate(s) in your manner of personalizing space and in the size and number of personal belongings you bring to campus. Your belongings cannot endanger resident safety nor restrict reasonable freedom of movement. Any modifications to the room must be temporary, and fixed items—such as closet or interior doors and overhead lighting—may not be removed.

To avoid any damage assessments, you must restore the room to the same or better condition before check out.

You may post material on or directly outside your room door and windows provided that the posted material is deemed by your RD to be appropriate to the mission and image of Augustana (i.e., nothing pornographic, racist, sexist, homophobic or otherwise discriminating or impinging upon the dignity of others; no alcohol beverage signs; no empty alcohol containers, and no tobacco paraphernalia). College staff reserves the right to remove offensive postings and materials.

Other requirements:

- No waterbeds
- Carpet must not impede full closure of the door closer.
- No tape, glue, permanent adhesive backing, nails or screws may be used. (Note: various hooks and hangers sold under the label “Command Adhesive” by 3M Company are easily removable if installed and removed according to instructions. These, however, cannot be used in Swanson Commons or Parkander Residence Center. Residents in these areas **MUST** use the provided wall strips.)
- No rewiring of rooms or modification of electrical/cable outlets, switches, or fixtures.
- No paneling, wallpaper, borders, or contact paper may be adhered to walls or college furnishings.

Additional information is available under “Holiday Decorations.”

## Room Entry and Search

Augustana College respects residents’ rights to privacy, and efforts are made to ensure privacy in college housing. Nevertheless, designated college staff have the right to enter any part of the college premises to perform reasonable custodial, maintenance and repair services; to inspect for damages or cleanliness; for college policy violations; for any illegal activity; for safety of persons or property, and in cases of emergency. Periodically, general “Health and Safety” tours will be conducted in each building without prior notice.

An extensive search of a resident’s personal belongings will be authorized only when ample cause has been established. A student’s property shall not be searched without personal permission or a directive from one of the following: Dean of Students, Associate Dean of Students, Dean of the College or President of the College. Visible evidence may be seized without an “Authorization to Search” by college staff.



Evidence found during a search may be confiscated and used in disciplinary proceedings. Reasonable efforts will be made to have a resident of the room present while the search is conducted. Law officials may enter, search, and seize evidence in accordance with the law. Some confiscated items, like candles, appliances or grills, will be returned upon request at the end of the term if the RD is assured they will be taken home.

## **Safety Regulations**

You must adhere to the following guidelines and procedures:

- Objects including but not limited to firecrackers, explosives, Frisbees, balls, water hoses, squirt guns or containers of water are not to be discharged or thrown inside or within close proximity to residential buildings.
- Paper, fishnets, parachutes, flags, tapestries, or other combustible items must not be hung from or attached to room ceilings.
- Candles, open flames and incense are not permitted and will be immediately confiscated by staff. Wickless candles for use with candle warmers are allowed.
- Flammable or combustible liquids, including but not limited to gasoline, ether, paint, flammable glues, charcoal starter, etc., must not be stored in residential buildings.
- Storage is prohibited in the vicinity of water heaters, boilers, furnaces and/or electrical panels.
- Use of windows or emergency exits to enter/exit a building is prohibited except in emergency evacuations.
- Nothing may be left or stored in a hallway or any area leading to building emergency exits.
- Students are not allowed in unauthorized areas within the building, including areas that are officially closed, restricted to designated persons, or where the safety and welfare of the resident could be endangered. This includes roof areas.
- Setting fires of any type inside or outside of the building is prohibited and punishable under the Illinois Fire Code.

## **Sales, Solicitations and Postings**

The following guidelines apply:

- Unless permission is first granted by the building's hall council, canvassing or solicitation of funds, sales, memberships, subscriptions or distribution of literature is prohibited.
- Approval to distribute election posters, information, pamphlets, literature, or permission to set up tables and chairs in the public areas of the halls must be obtained from each Hall Council.

- Any posting not pre-approved by the Office of Student Activities or the Office of Residential Life will be removed from posting areas.
- An individual or group cannot act as a vendor or sales agent, or set up a business enterprise of any kind in residence halls or houses, except as authorized by the RD.
- Individuals or groups who wish to distribute questionnaires or undertake research projects must contact the Office of Residential Life for permission. Authorization requires a written proposal submitted at least two weeks before the project begins.
- Residents may post items on or near their room doors provided that the posted material is deemed by the RD to be inoffensive and appropriate to the mission of Augustana. (See “Room Decoration.”)
- Permission to conduct food, clothing or other donation drives must be obtained from the RD and hall council. Coordinators must provide contact information as well as the name of the faculty/staff advisor. Daily checks are essential to assure that collection sites are clean, well-controlled and pose no safety hazards. Donated items that cause any of the aforesaid problems will be disposed of and may result in the assessment of a clean-up fee.

### **Sharps (Syringe) Disposal**

Residents who must inject medication for medical reasons (documented by a physician) must use a sharps disposal container. Those in need of a container may obtain one free of charge at the Office of Residential Life or Office of Safety. When the container is nearly full, contact the Office of Safety (794-7595) for pick-up and to receive a replacement container. Disposal in regular trash receptacles is prohibited.

### **Smoking and Tobacco Products**

All residential buildings are smoke- and tobacco-free. Use of any tobacco-related product cannot occur within fifteen feet of any campus building. Violators are subject to fines and other disciplinary actions.

### **Stereos/Musical Instruments**

The use of electronic equipment—such as stereos, radios, amplifiers, subwoofers and musical instruments—in a manner that violates a standard of quiet conducive to study or sleep, is not permitted and may cause such equipment to be confiscated. Stereo equipment or stereo speakers may not be placed facing out of an open window. For special hall activities, prior permission must be obtained from the RD.

### **Street Signs**

Residents possessing street signs must provide proof of purchase or the signs will be confiscated. Campus signs found in a student’s possession will be considered stolen; the possessor will be subject to disciplinary action.

## Unattended Personal Property

Unattended property may not be left in hallways, laundry rooms, lounges or other public areas at any time. The college reserves the right to discard items left in these locations. Students will be charged a daily \$5 fine for any possessions left in public areas.

## Visitation Policy

With appropriate attention to issues of safety and security, you may host guests. In doing so, you must observe host and guest guidelines. Failure to comply with these guidelines may result in revocation of your guest privileges, revocation of your guest's access to residence hall buildings and/or other disciplinary action.

The following definitions apply:

**Resident** A student contracted to a specific room within a residence hall or house.

**Host** An Augustana student resident who is entertaining guests.

**Guest** Any visitor of the same or opposite sex.

**Public Areas** Designated areas outside rooms such as the main lobby, main study areas, and recreation areas where residents may entertain guests.

Visitation hours are Sunday through Thursday 8:00 a.m.–midnight and 8:00 a.m. Friday through midnight Sunday (24-hour weekends). The Andreen apartments and Transitional Living Areas have 24-hour visitation daily.

## HOST RESPONSIBILITIES

- Visits are limited to 48 hours per week.
- Visits should be discussed with roommate(s) beforehand. If an agreement about the visit cannot be reached, the rights of the non-hosting roommate will prevail.
- Guests may not occupy a bed without the consent of the person to whom that bed is assigned.
- Guests should be met at the main entrance and be personally escorted at all times.
- Non-Augustana guests must register at the hall service desk after 9:00 p.m. A picture ID card is required to confirm identity. A host's ID information will be accepted in lieu of a guest's ID, but a \$5 penalty fee will be assessed.
- Hosts are allowed up to three guests per visit; fifteen maximum in TLA suites, apartments and houses.
- Hosts are responsible for ensuring that guests are aware of college policies as well as emergency and safety procedures.

- Hosts assume full responsibility for non-resident student guests' behaviors. When staff intervention is necessary, hosts will pay additional fines (beyond those levied for the infractions themselves) for each guest involved. These fines will be doubled when the guest is unable or unwilling to produce acceptable identification. Visiting privileges for any non-resident guest will be immediately revoked.
- Children and teenagers 17 and under must be accompanied by an adult (21 years or older) at all times. Overnight visits by children/siblings of residents are limited to Family and Siblings' weekends unless prior permission is obtained from a parent or guardian and the RD.

## **Web Cameras**

To prevent infringement upon the privacy of other residents, those using web cameras must notify all visitors and post this information on the outside of the room door.

## **Windows**

The window decoration policy is the same as the policy for doors listed under "Room Decoration." Also:

- Stops or seals on windows may not be loosened or removed.
- Screens may not be removed under any circumstances
- Nothing is to be thrown or hung outside any window.
- Windows cannot be used as an entrance, exit or passageway.
- Air conditioning units cannot be placed in windows or used in student rooms. Only college-supplied units are permitted for a charge of \$400 per room.

## **Transitional Living Area Policies and Procedures**

The Transitional Living Areas (TLAs) were established to give residents an independent and less structured living experience. Less supervision will be provided in order to foster residents' eventual transition to off-campus living during their senior year. In turn, residents will be expected to behave responsibly, to take the initiative to register concerns with their neighbors, and to exercise consideration and community cooperation.

This special living experience is considered a privilege. Those whose conduct is considered excessively disruptive and/or who are in violation of college policy or local/state/federal laws may be expelled from college housing at their own expense (see "Housing Dismissal").

Transitional Living Areas include the Southwest wing of Swanson Commons, the Anderson/Bartholomew suites, the Andreen apartments, the Parkander Residence Center, the Arbaugh/Naeseth townhouses and numerous houses: Andeberg, Ansvar, Asgard, Baldur, Bellman, Bergman, Bostad, Branting, Bremer, Celsius, Delling, Erfara, Esbjorn, Forseti, Freya, Gustav, Hedin, House on the Hill, Idun, Karsten, Larsson, Levander, Lindgren, Local Culture House, Martinson, Milles, Moberg, Nobel, Oden, Ostara, Roslin, Ryden, Sanning, Swedenborg, Tyr, Vidar, Viking, Zander and Zorn houses.

## **TLA Alcohol Policy**

TLA residents and guests who are *21 years old or older* may consume alcoholic beverages on the premises under the following conditions only:

- They cannot serve minors.
- They may not consume in a minor's room or invite a minor to their room while consuming.
- They may consume in public areas (i.e., kitchen, lounge); however, if minors are present and open alcohol containers (both full and empty) exceed the number of individuals of legal age, all present will be considered violators of the alcohol policy.
- Alcohol may be stored in the authorized resident's room only.
- Excessive amounts of alcohol (subject to interpretation by Residential Life staff) may not be stored on the premises. A reasonable amount is construed to be one case of beer and one fifth or two pints of hard liquor per authorized resident.
- No kegs, public access containers or associated paraphernalia such as beer bongs, keg tappers, beer pong tables or bar set-ups are permitted.
- Consumption of alcoholic beverages may not occur outside of the apartment or house. This includes deck areas, hallways and porches.
- Alcohol containers transported into buildings must be concealed.
- Swanson Commons and Andreen apartments TLA residents who are of legal age must conceal alcohol container/packages when transporting them through public areas of the building.
- TLA residents who are 21 years or older may serve alcoholic beverages to guests who are of legal age. However, TLA residents who are under 21 years of age may not serve alcoholic beverages to any guests whether such guests are of legal age or not. This also means that guests of underage residents may not independently consume or bring alcoholic beverages onto the premises.

## **TLA Winter/Spring Check out**

TLA residents who will not be returning for winter or spring terms must check out with their CA by the hall closing deadlines listed in the calendar section of this handbook.

## **TLA College Breaks**

TLA residents are allowed to stay in their houses over all holiday and term breaks provided they inform their CA prior to the break.

## **TLA Cleaning Expectations**

Cleaning service is limited to the larger, common-area TLA communities, which include Bostad, Esbjorn, House on the Hill (third floor only), Ryden, Viking and Zander. In all other TLA housing, residents are expected to maintain a reasonably clean environment as would be required by any landlord. Provision of cleaning supplies including vacuum cleaners are the responsibility of the residents. Free toilet paper and trash bags are available at the Office of Residential Life, which is located in Andreen Hall. Additional information relating to cleaning expectations is also available under the subheading "Housekeeping."

## **TLA Community Areas**

All shared public areas within the suite or house are considered to be the responsibility of all residents. Damages will be sub-divided accordingly.

## **TLA Guest and Host Responsibilities**

- Hosts must seek the permission of all housemates for overnight guests' use of bathroom facilities and other shared-use areas.
- Guests must comply with all college rules, regulations and visitation guidelines cited elsewhere in this handbook.
- Any guest who disrupts the house environment in any way will be asked to leave and may have his/her visiting privileges revoked.
- No guest may stay for more than 48 hours per week without prior permission from the RD.

## **TLA Outdoor Decorations**

Outdoor decorations and furnishings are not permitted. Exceptions can be petitioned to the RD at 794-2686.

## **TLA Party Protocol**

No more than fifteen (15) residents may gather in a house or apartment without prior approval by the RD.

All residents of the house must receive at least 24-hours' notice prior to a planned party. The rights of residents not hosting the party will prevail.

Noise complaints or other policy violations brought to the attention of college staff will result in disciplinary action.

## **TLA Refrigerators**

Refrigerators are permitted in student rooms; one unit is allowed per room. Full-sized refrigerators are already provided in most TLA houses and apartments.

## **TLA Room Condition**

Periodic inspections of TLA residences will be scheduled. Any damages discovered during these inspections or otherwise may result in disciplinary action in addition to repair costs. Extreme sanitation concerns and/or vandalism (as determined by college staff) will result in eviction.

## **TLA Smoke/Carbon Monoxide Detectors**

Detectors have been installed for the safety of your house community. Tampering with these devices in any way will result in serious disciplinary action.

## **TLA Snow Removal**

TLA residents are provided with snow shovels and salt to maintain sidewalks and driveways during the winter months. When there is heavy snowfall, Facilities Services staff will assist when possible by removing snow/ice from the main entrance and five feet of the walkway. Academic buildings and residence halls will be cleared first.

## **TLA Storage**

Hallways, fire escape routes, garages and attic areas are not to be used for storage or occupancy. Storage of possessions in basement areas is done at the owner's risk. Storage is not available in TLAs during the summer, with the exception of the southwest wing of Swanson Commons where summer storage is available to incoming TLA residents.

## **TLA Temperature Control**

Temperature in TLA areas is controlled by programmed thermostats located in each house or apartment. Remote sensors monitor the temperature and adjust accordingly. In areas where students have access to the thermostats, attempts to reprogram the units will result in disciplinary sanctions. To conserve energy, window sensors also are put in place to turn off the heat or air conditioning when a window is opened.

Heat is set at 70 degrees. Residents of each house/apartment determine when the heat is turned on for their area in the fall. Air conditioning (where available) is set at 74 degrees. These temperature set points have been determined by the college in continued efforts towards energy efficiency and conservation.

TLA residents may contact their RD about heating/air conditioning concerns.

## **Housing Assignment Information**

### **Check in/Check out**

If you wish to check out of your residence hall or house during the academic year, you must contact your current RD. If moving to a different campus hall or house, permission also must be obtained from the RD of that facility.

Residents who do not have their room inspected by their CA prior to their departure automatically waive all rights for billing adjustments. The following charges apply for room keys that are not returned within 48 hours of your departure: \$25 improper check out fine, \$35-\$70 lock re-core charge, plus the *per diem* room charge for two days. Residents are expected to return their rooms to check in condition, which includes returning furnishings to their original configuration.

End of the school year check out instructions are distributed directly to residents in early May.

## College Liability

Criminal activity, personal injury and theft *can and does occur* on the college premises. Therefore, it is essential that you assume responsibility for your personal safety and security, as well as the safety and security of your belongings.

## Damage Assessments

Room damages are assessed and recorded by the Office of Residential Life and posted to student bills at the end of each academic year. You may request billing information by scheduling an appointment with your RD. Damage assessment appeals must be made at the time of check out.

Residence hall and house communities are assessed for damages where individual responsibility cannot be determined. Hall and house assessments may be divided, at the discretion of the RD, among all residents of the floor, wing, hall or house. Community assessments are emailed or posted in each hall and house and are updated on a monthly basis. Unassignable damages over \$500 will be referred to the police for investigation and follow-through.

## Housing Contract Information

All full-time students are required to live on campus with the following exceptions:

- Students entering their fourth year of college life
- Students age 22 or older by September 1st of the current academic year
- Students who have been granted commuter status by the Office of Residential Life
- Students who have received written permission to reside off-campus by the Office of Residential Life, the Student Policy Committee (SPC), or the Dean of Student Services

Once an assignment is secured, students are contracted for the academic year. Special exceptions may be sought by petition to the Student Policy Committee (contact the Dean of Students Office at 794-7533 for information).

## Insurance

Augustana is not responsible for personal property that is lost, stolen or damaged. Large sums of money and other valuables should not be kept in student rooms. To protect ordinary possessions, the best safeguard is **always keeping your door locked**. Report all losses to a Residential Life staff member,



who will assist students in contacting campus security staff. For purposes of insurance claims, it is recommended that a report be filed with the Rock Island Police Department.

Make sure that you have personal property insurance. Many students' belongings are covered by their parents' homeowners' insurance while enrolled in school. Check with your parents regarding the type of coverage they currently have or may need.

## Off-Campus Release

Off-campus release will be guaranteed only to students entering their fourth year of college life. Any other students who choose to live in off-campus housing without official, written permission from the college will be billed for room and possibly for board. Augustana College does not approve, inspect or supervise off-campus student residences. We do expect, however, that students living off-campus act responsibly so as to reflect credit on themselves and the college. This expectation includes observing all local, state and federal laws and behaving in a manner supportive of Augustana's mission. Students living off-campus are subject to the rules and regulations set forth in the Augustana Code of Social Conduct and in relevant sections of the student handbook, *Inside Augustana*.

Students who have reserved a campus room are contracted to reside in campus housing the entire academic year unless they graduate, withdraw or drop to part-time status.

Students with extraordinary medical or financial needs who cannot be accommodated by the residential housing system or those seeking alternative housing options should contact the Office of Residential Life for information and assistance.

## Room Occupancy

Residents are required to reside in their assigned rooms unless authorized to move by their RD. Unattached rooms cannot be reconfigured to create separate sleeping and lounge areas.

## Roommate Consolidation Policy

Residents are encouraged to discuss their situations with the RD as soon as they are aware of the possibility of an open bed in their room. In addition to information about the consolidation process and available options within the building, residents will be given the following guidelines:

- When circumstances permit, the resident will have one week to select another roommate after the opening develops.
- When the one-week grace period expires, the resident may either be assigned a new roommate or relocated to another room, hall or house.
- After spring term begins and if space and circumstances permit, a resident may request to keep the open bed on unassigned status for an additional charge of \$500. **Single status in a double occupancy room is considered to be an exception and will not be guaranteed as an option. It may not be chosen as an option *after* a new roommate has been assigned.**

The Office of Residential Life reserves the right to reassign beds and relocate residents at any time after a vacancy occurs. Students who refuse to consolidate or move to a vacant bed will be charged in full for the open bed in their room commencing one week after the vacancy occurs.

## Room Selection Process

Rooms for new students are assigned by the Office of Residential Life in accordance with assignment preferences indicated on the housing preference form. Students who will be sophomores, juniors or seniors for the 2010-2011 academic year will select rooms during the spring term. Students select residence hall or house rooms according to randomly-assigned lottery numbers sorted by class.

Detailed information regarding residence hall or house room selection and off-campus release will be sent to all students via campus mail and email during spring term. Additional copies will be available in the Office of Residential Life. **It is your responsibility to be thoroughly familiar with the campus housing selection procedures by attending scheduled information sessions and contacting Residential Life staff *prior* to room selection.**

Students who select a room during the spring housing selection process and then request an assignment change will be subject to the following processing fees/penalties. No assignment will be changed until fees are paid in full to the Office of Residential Life.

Body-to-body switches\*: No fee

Switches that leave someone without a roommate: \$50 per roommate

Seniors requesting off-campus release after signing up for a room: \$100\*\*

Students who request commuter status after the deadline: \$25 after May 1\*\*  
\$50 after June 1\*\*  
\$100 after July 1\*\*

*\* Body-to-body switches are permitted provided that they are not used to manipulate the lottery system. Those whose lottery number has been used to secure the room will not be allowed to move until winter term (unless extraordinary reasons as determined by the Office of Residential Life apply).*

*\*\* A \$50 processing fee per abandoned roommate will be added.*

## Room/Roommate Changes

If you wish to change rooms or buildings, you must make an appointment with your RD for information and permission to move. Failure to secure permission to change room assignments will result in a \$25 fine and possible reassignment to your original room.

Room Change Schedule For Each Term:

Week 1	No Moves
Weeks 2 & 3	Open Room Changes
Weeks 4–9	Restricted Moves
Weeks 10 –11	No Moves

“Restricted” moves require the following procedures before a room change is approved:

1. All roommates meet with their CA to discuss the reason(s) for the move. If the situation is a roommate conflict, the CA will mediate. If resolution is not reached or if otherwise necessary, the CA will refer you to the RD.
2. All roommates meet with the RD. If the situation is a roommate conflict, the RD will conduct a formal mediation. If resolution is not reached or if otherwise necessary, the RD may advise a move provided that it is a bed-to-bed switch or relocation to a vacant bed. No open beds may be created.

## **Special Housing Accommodations**

Dr. Evelyn Campbell, Dean of Students, coordinates the provision of accommodations for students with mental, sensory or physical impairments. Students desiring accommodations should make an appointment with her to address their special needs.

A brochure entitled *Augustana College Building Access*, available in the Dean of Students Office, identifies the buildings with strobe lights, fire alarms, handicapped entrances and restrooms, Braille signage and fire refuges. Students needing additional accommodations should confer with the Dean of Students regarding any special needs or accommodations and emergency evacuation procedures.

## **Temporary Room Assignments**

Some students are placed in temporary beds (e.g. lounges and guest rooms) due to an overage of incoming students. These students are billed at a lower rate and will relocate when acceptable assignments (as determined by the Office of Residential Life) are available. If you currently are assigned to a temporary room, it is essential that you communicate with your RD on a regular basis, preferably weekly, so that you can work together to find the most fitting regular assignment available.

## **Withdrawal**

Residents who withdraw from classes are not eligible to reside in campus housing. Check out must occur no later than three days from the date of withdrawal. Any exceptions to this policy must be approved by the RD.

## **Residence Hall Services and General Information**

### **Bedrails**

Bedrails for college beds are provided for every residential bed. Their use is strongly encouraged when beds are lofted.

### **Bicycles**

Bicycles must be stored outdoors in bicycle racks or inside the owner's rooms unless a bike storage room is available in your residence hall. Bicycles may not be stored in public areas. Any bicycles found in public areas or hallways will be removed by staff and can be retrieved from the RD by paying a \$5 per day fine.

Motorized bikes are not permitted inside buildings. The college is not responsible for any damages to bicycles stored in bicycle storage areas, bike racks, or when moved by college staff.

Bicycle registration is available through the Office of Security to aid in retrieving lost or stolen bikes.

## **Emergency Assistance**

Residence hall staff is available for immediate emergency response and can be contacted via the phone numbers listed at each hall service desk. The campus emergency telephone line, 794-7711, is available 24 hours a day, seven days a week for consultation and assistance.

City emergency personnel should be immediately summoned in life-threatening situations at (9) 911. Placing 911 calls in a non-emergency situation is prohibited by law, and may result in prosecution.

## **Healthy-Lifestyle Housing**

The Office of Residential Life offers a special housing option: Healthy Living Through a Substance-Free Lifestyle areas which are available on two floors in Westerlin and the Andreen apartments. This special housing option provides additional support for those who choose not to drink or use drugs, and who may not wish to deal with those who do. Substances are defined as alcohol, cigarettes and other smoking materials, as well as illicit drugs and abuse of prescription and/or over-the-counter drugs.

Residents of these areas sign a formal agreement stipulating that they will not possess or use prohibited substances, that they will refrain from bringing any substance related behaviors back to their community, and that they will maintain responsibility for their guests' compliance. In return, these residents will be exempt from alcohol-related community damage charges unless their actual involvement is confirmed.

## **Housekeeping**

Students are responsible for keeping rooms in reasonably clean condition and emptying wastebaskets at designated trash disposal areas. Bathroom wastebaskets are not to be used for common trash collection. Bathroom sinks, water fountains and showers are not receptacles for food waste.

In residence halls, the custodial staff cleans all public areas and public bathrooms. Cleaning service for the Swanson Commons east-wing bathrooms is provided on a weekly basis. Bathroom cleaning schedules will be posted outside the doors. Hallways and floor lounges in the residence halls are cleaned Monday through Friday. Personal possessions left in public areas which compromise sanitation and proper cleaning will be disposed of by the custodian.

Regular cleaning is impeded by careless behaviors such as debris from social gatherings or unreturned food trays/dishes. You and your guests are expected to assume full responsibility for any messes you create and will be charged when responsibility is not taken.

Schedules provided by housekeeping staff are approximate and subject to change. Areas not sufficiently cleared of personal possessions may not be cleaned. Residential policy violations observed by housekeeping staff will be reported to the Office of Residential Life for disciplinary action.

## **Laundry Cards/Machines**

New laundry cards may be obtained for \$5 at any of the laundry card service centers located in Westerlin, Swanson Commons, and the College Center. Problems with cards should be reported to the Office of Residential Life (794-2686); machine service issues should be reported to hall service desks or to the Office of Residential Life (794- 2686).

## **Mail/Departmental Notification**

Mail is not retrieved from or delivered to residence halls or TLAs. The campus mail room is located on the first floor of the College Center.

Official correspondence from the Office of Residential Life will be sent via e-mail. Residents are responsible for checking e-mail regularly for personal messages, announcements and disciplinary correspondence.

## **Maintenance**

The Facilities Services staff is responsible for the efficient operation and maintenance of residence hall and house equipment and facilities, utilities management and the custodial operation. If repairs are needed, students can mobilize this staff's response by informing their CA or hall service desk.

Maintenance requests are assigned a priority based upon their urgency. Requests that have a direct impact on resident safety are handled first. These include such items as lost room keys, dangerous electrical problems, gas odors, heating problems or power outages. Problems of this nature should be reported directly to the ARD, RD or security for immediate processing.

Maintenance requests related to repairs that prevent further damage to campus buildings or building systems are second in priority. All other requests are handled as expediently as possible to relieve residents of any undue discomfort or inconvenience. Since early detection minimizes maintenance problems, you should inform your CA or hall service desk as soon as you discover items in need of attention.

Submittal of a maintenance request constitutes permission for Facilities Services staff to enter your room. Work will not be completed where access is impeded by furnishings or personal belongings.

## **Parking**

Parking lots are located near each residence hall. Lots are restricted to cars with college parking decals. Decal applications are available at the Facilities Services office located in Sorensen Hall (794-7278). Students possessing a decal may park only in their designated lot(s).

Students are expected to observe all parking regulations. Special care should be taken to avoid parking in restricted areas and areas which block access to homes surrounding the campus. Parking tickets will be written for all regulation violations, which include vehicles parked in the fire lanes in the front of each residence hall. Drivers must observe a 15-mph limit in all college parking lots.

## Policy and Procedures Changes

The college reserves the right to change the services and procedures set forth in this handbook during the academic year. In the event of any such changes, students will be notified via e-mail.

## Recycling

Recycling containers are provided in each student room and in various common areas of each hall for aluminum cans, clean steel and tin cans, glass (clear, green or brown), plastic, plastic grocery bags, newspaper, cardboard, magazines, books, paper and envelopes of all kinds. Recycling bins are located in each residence hall and behind select TLA houses for use by all TLA residents.

Compact florescent bulbs can be recycled at Home Depot, Wal-Mart, and Lowes. At the end of the academic year, clean furnishings and appliances in good condition may be brought to specified building lobbies for donation to local charities.

For information regarding Augustana's recycling efforts, contact Global Affect, a campus organization.

## Service Desks

Service desk hours in Swanson Commons and Westerlin Residence Center open at noon daily. Evening hours vary from hall to hall and are posted at each hall service desk. Services include general information/referral, equipment check-out (e.g. tools, cooking utensils, movies, games, cleaning supplies), change and refunds for vending machines, and emergency/directory assistance.

## Storage

Each residence hall except Swanson Commons has a locked storage room for luggage, trunks and other items too large to keep in rooms. TLAs have no formal storage space, except for sophomores who will be moving into the southwest wing of Swanson Commons. Loose lumber, paper, flammable liquids or other hazardous materials may not be stored. College room furnishings also may not be stored. Each resident is limited to storage of four items (three in Erickson and Westerlin). Storage is limited to those returning to the residence halls. All items must be properly tagged before they can be stored. Storage tags are available at each storage site.

Items stored during this academic year may remain in storage until May 1, 2010. *Possessions remaining after this time will become the property of the residence hall.* Items stored over the past summer (2009) may be kept in storage until August 29, 2009.

Storage hour information is available at the hall service desk or from your CA. During periods of frequent use, such as check-in and check-out, special hours will be established and posted at the service desk.

The college assumes no responsibility for lost, stolen, damaged or abandoned articles. Storage space is limited and is available on a first-come, first-served basis.

## Student Involvement

Students have a variety of opportunities to get involved in residence halls and houses, including hall government posts and a variety of hall employment positions. Consult your CA, ARD, or RD for further information.

## Telephone Use/Service

- At least one resident in each room should hook-up a land line phone to the jack provided for 911 locator access as well as for campus community communication.
- You are responsible for damages to telephone/network jacks.
- You are not permitted to accept collect calls. The college will charge a service fee of \$10 for each call accepted.
- Placing annoying or harassing calls is prohibited and the perpetrator will be subject to disciplinary action. Students who receive calls of this nature should report them immediately to their CA.
- You may not set up long-distance accounts or phone services with your college-assigned telephone number (i.e. requesting services like Caller I.D. or three-way calling, etc.). If this occurs, you will be held responsible for call/services payment plus a \$25 service charge. **Note:** Do not list your college-assigned telephone number on sweepstakes entries. Sometimes, unscrupulous vendors use this as a means to set up an unrequested telephone service.
- Swanson Commons, Parkander Residence Center and some Transitional Living Area houses are not connected to the campus system. They include: Andeberg, Ansva, Asgard, Baldur, Bellman, Bergman, Bostad, Branting, Bremer, Celsius, Delling, Delstat, Erfara, Forseti, Freya, Gustav, Hedin, Idun, Karsten, Larsson, Levander, Lindgren, Local Culture House, Martinson, Milles, Moberg, Nobel, Oden, Ostara, Roslin, Sanning, Swedenborg, Tyr, Vidar, Viking and Zander.

You may place both on-campus and off-campus calls on your landline phone. There is no charge for local calls, which includes most of the Quad-Cities area. Long distance calls can be made by using a credit card or calling collect.

- **For on-campus calls** Dial the last four digits of the number.
- **For calls to the Quad Cities area** Dial 9 plus the seven digit number.
- **Collect or credit (phone) card calls** Dial 9, 0, then the area code and phone number. At the tone, enter your credit card number or advise the operator it is a collect call.
- **For long-distance private vendor calls** Dial 9, vendor code, personal access code, plus area code and seven-digit number.

For questions or problems related to telephone service, contact the Office of Residential Life at (794) 2686.

## Temperature Control

The central heating plant that serves the residence halls does not offer individual temperature control to the degree that some residents desire. During the early fall and spring when outside temperatures vary significantly, some students find fans or electric blankets helpful. Generally, heat will be turned on by October 15 and turned off by April 15. In Erickson Center and Swanson Commons, the air filtration is continued for those suffering from allergic conditions until the air conditioning system is activated.

**Important Note:** Furniture and possessions should be placed no closer than six inches from the heating unit. Because closer placement of furniture, etc. can impede the heat flow to other rooms, furnishings in violation will be moved without prior notice.

TLA temperature control information is located under “Transitional Living Areas Policies and Procedures.”

## Vending and Laundry Machines

Most residence halls and houses are equipped with washers, dryers, ironing boards, televisions, VCR/DVD players and vending machines. Use of these machines and appliances, as well as laundry facilities, is restricted to the residents of each building. Please report inoperable machines or appliances to the service desk or Residential Life staff. Refunds will be sent by the vendors directly to your mailbox. Tampering with or maliciously damaging any machine or appliance will result in disciplinary action.



# Residential Life Calendar 2009–2010

## August 2009

August 24	Regular desk hours begin
August 29	Deadline for removal of items placed in summer storage
August 31	Academic year storage begins
	Security Awareness Week begins
August 31 - September 13	Open room change period

## September 2009

September 2	Residence hall health and safety inspections
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## October 2009

October 2 - 4	Family Weekend
October 12 - 18	Homecoming Week
October 20	2010-2011 Senior Transitions meeting Olin Auditorium, 7 p.m.
October 30	Quiet hours begin, midnight

## November 2009

November 6	All halls close, noon
November 15	Halls open, noon
November 23 - December 6	Open room change period (with RD permission only)
November 26 - 29	Thanksgiving break (halls remain open)

## December 2009

December 2	CA selection campus information meeting Science 102, 6 p.m.
December 8	2010-2011 Senior Transition meeting Olin Auditorium, 11 a.m.
December 19	Halls close, noon

## January 2010

January 10	Halls reopen, Noon
January 25	Community Adviser selection information meeting Seminary Hall, 6 p.m.
January 26	Community Adviser selection information meeting Andreen Hall, 6 p.m.
January 27	Community Adviser selection information meeting Westerlin Main Lounge, 6 p.m.
January 28	Final CA selection information meeting Carlsson-Evald 113, noon
January 30	Winter term room changes end

## February 2010

February 5	Community Adviser applications due to Office of Residential Life
February 12	Quiet hours begin, midnight
February 19	Halls close, noon

## March 2010

March 7	Halls reopen, Noon
March 10	2010-2011 housing selection information sent to student mailboxes
March 12	Office of Residential Life summer employment applications available
March 13	Community Adviser selection carousel
March 15 - 28	Open room change period (with RD permission only)

## April 2010

April 2 – 5	Easter recess (halls remain open)
April 2	Office of Residential Life summer employment applications due
April 9	Special housing consideration requests due to the Office of Residential Life
April 19	Summer employment notification emails sent
April 21	2010-2011 Senior/Junior housing selection Westerlin Main Lounge, 5-9 p.m.
April 26	Housing Selection Transitional Living Areas (TLA) tours 2010-2011 Senior Transitions meeting Olin Auditorium, 7 p.m.
April 28	2010-2011 Sophomore housing selection Westerlin Main Lounge, 4-9 p.m.
April 29	2010-2011 Desk Assistant selection process begins
April 30	Last day for room changes

## May 2008

May 1	Last day to remove possessions from academic year storage
May 3	Summer storage available
May 7	DA and NDA applications due to appropriate Assistant Residence Directors
May 14	Quiet hours begin, Midnight
May 22	Halls close for undergraduates, noon
May 24	Final hall and Transitional Living Area closing, noon
May 28	Student employees/interns move to summer assignments

## Confidential Alcohol and Drug Abuse Assistance

Alcohol abuse can be a problem among college-age students. If you or someone you know is using alcohol irresponsibly, we encourage you to seek help at one of the following confidential resources:

Counseling Center:	794-7357
Dean of Students Office:	794-7533
Campus Ministries:	794-7213
Riverside Alcohol and Drug Treatment Program:	779-3000

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