Student Guide To Housing

2015-2016
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## IMPORTANT DATES

### Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 15, 16</td>
<td>Saturday</td>
<td>9:00 AM</td>
<td>Residence Halls Open for International Freshmen participating in mandatory international student orientation (August 17th – 20th)</td>
</tr>
<tr>
<td>August 21</td>
<td>Friday</td>
<td>8:00 AM - 1:30 PM</td>
<td>Residence Halls Open for new students (incoming freshmen) - Check-in located your assigned residence hall</td>
</tr>
<tr>
<td>August 25</td>
<td>Tuesday</td>
<td>9:00 AM</td>
<td>Residence Halls Open for returning sophomore students - Check-in located in your assigned residence hall lobby.</td>
</tr>
<tr>
<td>August 26</td>
<td>Wednesday</td>
<td></td>
<td>Classes Begin</td>
</tr>
<tr>
<td>October 12, 13</td>
<td>Monday, Tuesday</td>
<td></td>
<td>Fall Break - Residence Halls Remain Open</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>10:00 AM</td>
<td>Thanksgiving Break - Residence Halls Close at 10:00am on November 25, 2015 and re-open at 12:00pm on Sunday, November 29, 2015 (OPEN FOR APPROVED STUDENTS)</td>
</tr>
<tr>
<td>November 29</td>
<td>Sunday</td>
<td>12:00 PM</td>
<td>Residence Halls Re-open from Thanksgiving Break</td>
</tr>
<tr>
<td>December 17</td>
<td>Thursday</td>
<td>10:00 AM</td>
<td>Residence Halls Close for Winter Break</td>
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### Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>January 10</td>
<td>Sunday</td>
<td>9:00 AM</td>
<td>Sophomores move into Residence Halls</td>
</tr>
<tr>
<td>January 11</td>
<td>Monday</td>
<td>9:00 AM</td>
<td>Residence Halls Open for the Spring Semester and Sophomores must attend mandatory Oxford Students session at the Atlanta campus</td>
</tr>
<tr>
<td>January 12</td>
<td>Tuesday</td>
<td></td>
<td>Classes Begin</td>
</tr>
<tr>
<td>March 5</td>
<td>Saturday</td>
<td>10:00 AM</td>
<td>Spring Break - Residence Halls Close (OPEN FOR APPROVED STUDENTS)</td>
</tr>
<tr>
<td>March 13</td>
<td>Sunday</td>
<td>12:00 Noon</td>
<td>Residence Halls Re-Open</td>
</tr>
<tr>
<td>April 25</td>
<td>Monday</td>
<td></td>
<td>Last Day of Classes</td>
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<tr>
<td>Date</td>
<td>Day</td>
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<tr>
<td>May 4</td>
<td>Wednesday</td>
<td>7:00 PM</td>
<td>Residence Halls Close for First Year Students and Non-graduating Sophomores</td>
</tr>
<tr>
<td>May 7</td>
<td>Saturday</td>
<td>4:00 PM</td>
<td>Residence Halls Close for Approved Late Stay and Graduating Students</td>
</tr>
<tr>
<td>January 10</td>
<td>Sunday</td>
<td>9:00 AM</td>
<td>Sophomores move into Residence Halls</td>
</tr>
</tbody>
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*Students who are finished with their final exams must vacate their room **24 hours after their last exam.** Permission to stay longer than 24 hours after the last exam must be approved by the Office of Residential Education and Services.
WELCOME

Welcome to Oxford College from the Office of Residential Education and Services! This handbook will serve as your guide to all things housing-related during your time here at Oxford College. In the following pages, you will find important dates, key people, and information that is essential to helping you understand our policies, procedures, and philosophies. At Oxford College, all our students live on campus with the exception of just a few, so much of your time will be spent in the residence halls. If you have any questions about the information contained within this document, feel free to ask your Resident Assistant (RA0) or your Residence Life Coordinator (RLC). They are your first lines of assistance within the residence halls. The RES Central Office is located on the second floor of the Candler Student Center in suite 203. If you need assistance, the office is open from 9 a.m. to 5 p.m., Monday through Friday, and the phone number is 770-784-8383.

WHO ARE WE

Welcome to our Oxford Community! As a community member of the Oxford campus, we are all interconnected and each of us has an impact, positive or negative, on our community. What makes communities work? What makes them desirable places to live? What brings out the best in individuals and communities? The answer to all three questions is the same—people; the people who care for one another, who go the extra mile to help others, and want to make their communities even better.

Members in our Community

Community comes in different shapes and sizes. Each student belongs to a number of communities on campus. Whether it is who you live with on your floor, in your residence hall, who you share common interests with or who you choose to spend your time with. Since we are a community, we all have a share in the responsibility to respect each other and strive to make it a safe and enjoyable place for everyone.

There are a few groups of people who work very hard to make sure that your community is comfortable, functional, and conducive to your academic success.

RES Staff

Residential Education and Services (RES) is responsible for all programs, procedures, and support services for students living on campus. Staff and students work together to create a residential environment that complements students’ academic endeavors. RES provides learning opportunities outside of the classroom by offering informational, cultural, recreational, educational, and social events throughout the year.

The RES staff consists of the Director, an Assistant Director, Administrative Assistant, four live-in professional staff members called Residence Life Coordinators (RLCs), and 33 student staff members called Resident
Assistants (RAs). The RES staff is available to provide assistance and information to residential students for a variety of needs.

Michele Hempfling, Director of RES 770-784-8383
Dujon Curtis, Assistant Director 770-784-8383
Monica Lemoine, Administrative Assistant 770-784-8383

You can also contact our staff at RES@emory.edu

The RES Central Office is closed on weekends and after 5 p.m. during the week.

**Contacting your RLC:**
Each RLC has an office located in the residence hall complex in which the RLC works. Feel free to stop by or email them about any concerns you may have!

There is a professional staff member on call for emergencies 24 hours a day when classes are in session and can be reached by contacting a Resident Assistant OR through the Candler Student Center Desk. If a critical situation occurs during the regular business week, Monday through Friday from 9 a.m. to 5 p.m., you should contact the RES Central Office. Resident Assistants are available in building lobbies nightly from 8 p.m. to midnight Sunday through Thursday, and 8 p.m. to 1 a.m. Friday and Saturday to provide additional assistance and conduct periodic rounds of all residential facilities.

**RLC Contact Information**

Frad Barry, Residence Life Coordinator 770-784-8629
Murdy Hall and Elizer Hall
fraduntino.barry@emory.edu

Irfa Hirani, Residence Life Coordinator 770-784-8458
Fleming Hall
irfa.hirani@emory.edu

Shane Gragg, Residence Life Coordinator 770-784-4686
Jolley Residential Complex
shane.gragg@emory.edu

Natalie Raymond, Residence Life Coordinator 770-784-8378
Haygood Hall
natalie.raymond@emory.edu
**Resident Assistants and Hall Assistants**

Resident Assistants (RAs) and Hall Assistants are students who work in RES. They are available to assist you in the halls. Resident Assistants go through extensive training and are available to any student who might have a concern. There are a total of 33 RAs living in the four complexes on campus. They serve as a resource, build community by programming, address maintenance or behavioral concerns and help during emergency situations. You can find RA(s) in the staff office during duty every night if you have any questions, comments, concerns, or just want to stop by and say “hello.”

Hall Assistants are work-study students that work during the day in the residence halls directly assisting the RLC. They are there to answer your questions or direct you to someone who can, during “non-duty” hours. The Hall Assistants can also check out equipment (e.g. pots, pans, billiard sticks, etc. – pending availability) for student use.

**Facility Maintenance and Building Services Staff**

The Maintenance and Building Services Staff are essential pieces to the development of our community. They work in the halls during the day time. The maintenance staff fix or replace things in the building that are broken or not working properly. If you have a concern about something that may need their attention you can fill out an on-line Maintenance Request Form. If there is an emergency you can tell your RA and they will contact the appropriate person. The Building Services staff works hard to keep the hallways, common areas, and bathrooms clean and sanitary. Most halls have the same staff members … get to know them.

**ABOUT YOUR ROOM**

**Standard in each residence hall room are the following items:**
- Bed
- Closet Space
- Desk & Chair
- Chest of drawers
- Cable connection
- Wireless internet and for an additional cost, 1-2 Ethernet ports
- Sink

**Additional Furnishings**

We highly discourage students from bringing additional furniture to their residence hall. There is no way to know what will fit in a residence hall room. Decisions about items such as furnishings are often best made after roommates view the room and discuss the possibilities. Both residents of the room should decide which student will bring the larger items for the room. Only one refrigerator (not larger than 4 cubic feet) is allowed per room. Triples are allowed two refrigerators. Some students choose to bunk their beds or build lofts in their rooms in order to raise their beds and provide desk space or storage underneath. Pins for bunking beds will be
available through the RLC of each building. Remember, lofting is not allowed in Elizer, Fleming, and Murdy Halls. Guidelines and specifications for the construction of lofts can be found online at http://oxford.emory.edu/life-at-oxford/housing/residence-halls/residence-hall-information/. Any student construction a loft that does not meet these specifications will be required to remove it from the residence hall.

**Abandoned Possessions**
It is important that students remove all personal possessions, furnishings, trash, and discarded items at the time students depart students’ rooms/apartments. Property left behind in students’ rooms will be considered abandoned and will become the property of the University. Students will be charged for the removal of any abandoned items from students’ former rooms/apartments.

**Air Conditioning**
All residence halls are air-conditioned. Personal air conditioners are prohibited in all residential areas.

**Bicycles, Motorcycles, & Similar Vehicles**
Bicycles may not be kept in common areas (hallways, porches, study rooms, storage, etc.) of the residence halls. Bicycles may be kept in a student’s room with their roommate’s consent or secured to bicycle racks located outside of the residence halls/on campus. Bicycles may not be tethered to trees or sign posts around campus. This space is limited and is available on a first-come, first-served basis. Any bicycles abandoned in bicycle racks or indoor storage at the end of an academic year will be properly disposed of. Motorcycles must be parked in designated parking spaces and not on sidewalks or on grass surfaces. Other vehicles and equipment with combustion engines are not permitted inside residential facilities.

**Cable Television**
Cable service is provided to all students in campus housing. In order to utilize this service, all that is needed is a cable-ready television and a coaxial cable. Check http://oxford.emory.edu/life-at-oxford/housing/residence-halls/oxford-college-cable-lineup/ for up to date channel listings.

**Computers**
Students may bring their own computer to campus. Remember to get insurance for your computer; Emory will not take responsibility for theft or damages to your property. Comprehensive wireless networking is available in each residence hall. Each room is also hardwired with one port for connecting to the internet for an additional cost to the student. For safety reasons, all residential computers must be registered with Oxford College Information Technology (OCIT) prior to connecting to the Emory Residential Network. For more details, please visit http://oxford.emory.edu/it/.
**Health and Safety Inspections**
The RES staff will conduct periodic health and safety inspections at least once each semester and during scheduled University Breaks. The purpose is to be sure that safety devices in rooms work properly (e.g., window locks), address unsafe situations (e.g., overloading an electrical outlet), and to give general information that might be helpful as students encounter situations. Residents who present an unsafe situation to the residence hall community, are expected to make necessary changes and/or improvements as instructed. Items such as power strips, appliances, lofts, elevated beds, etc., will be inspected. In most cases, residents will be given 24 hours to correct those items which do not comply with safety guidelines. Upon re-inspection of the room, students who have not made necessary corrections as directed will be fined a minimum of $50 per item, per day until the identified situation is remedied. Students are also subject to charges through the conduct system.

Although it is not the intent of the staff to enforce non-safety related policies during these inspections, staff will, nevertheless, report any conduct code related infraction.

**Keys**
Keys remain the property of the College and must be surrendered upon termination of residence. Lost and/or stolen keys will result in a lock change and a charge to the student’s account for changing a lock and replacing keys. The cost for a lock re-core is currently $50.00. Keys may not be duplicated. Keys are not to be loaned to other students and/or guests. Auxiliary locks are not to be installed nor may residents tamper with an existing lock. Failure to return a key will result in an appropriate re-core charge to the student. Any student participating in a room change must return the key to the room they are no longer occupying within 48 hours or will face a daily charge for occupying 2 residence hall spaces.

**Light Bulbs and Supplemental Lighting**
Students who desire supplemental lighting are to use fluorescent lamps due to a decreased risk of fire and increased energy efficiency. Halogen lamps are expressly forbidden due to the hazards presented by excessive heat.

Following a resolution by the 2003-04 Student Government Association of Oxford College, Residential Education and Services adopted the following policy concerning the bulbs to be used in student-owned supplemental lighting such as desk lamps.

Student-owned supplemental lighting (desk lamps) must use compact florescent lighting. All incandescent bulbs are to be replaced with compact florescent bulbs to maximize energy efficiency.
**Maintenance and Repair**
Residents should submit their own maintenance requests online at https://app.oxford.emory.edu/WebApps/Forms/index.cfm?fuseAction=HousingMaintenance-Form. Maintenance requests will typically be addressed within one week. Residents should contact RES staff for assistance with emergency situations.

**Pest Control**
The College has contracted for a company to regularly handle pest control on campus. All residence halls are sprayed regularly. Student rooms may be sprayed as needed. Please submit a maintenance request form online at https://app.oxford.emory.edu/WebApps/Forms/index.cfm?fuseAction=HousingMaintenance-Form to request pest control services.

**Phone Service**
Phone service is not provided at Oxford College, but a landline can be connected through Netcom services. This would be a contract billed directly to you, as the student requesting these services.

**Room Change Requests**
A room change period will take place 3-4 weeks after each semester begins. During this time, students may be able to change rooms. Outside of this period, the student will need a valid reason and the approval of their RLC in order to obtain a room change.

**Room Selection**
During the spring semester of each year, returning students are able to choose their room and roommate for the upcoming year. Detailed instructions will be distributed prior to Room Selection to explain the process.

**Roommates**
All Oxford students are required to live on campus unless they are commuting. Living with a roommate is one of the defining experiences in a student’s college career. You will learn shared responsibility, conflict resolution, compromise, and flexibility. It is important to make the most of this experience. Unlikely friendships blossom every day in our residence halls and this is one of the ways that Oxford’s community spirit is reinforced. Here are a few tips on getting along positively with your roommate:

- Know your personal values and lifestyle.
- Be honest when sharing your values and lifestyle.
- Take time to complete a roommate agreement (even if you feel you know everything about your roommate(s)) as this will allow you to set realistic expectations.
- Communicate at appropriate times when something is bothering you (holding it in creates resentment).
- Communicating right away and avoid yelling at your roommate because you have waited too long to address your concerns.
- Learn that living with others is learning how to compromise. Each roommate cannot have his/her way on every issue.
Identify the big issues as well as those on which you can compromise. Learning how to be flexible is the key.

If you are having difficulty discussing issues, ask the Residential Education and Services staff (RA or RLC) for assistance. Our staff is trained to assist in these circumstances.

**What to bring and what can stay at home**

This list is not all encompassing, but does have some of the most popular items. An important thing to remember is that it is easier to obtain forgotten items than it is to ship them back home from school. We recommend that you communicate with your roommate(s) prior to arriving to campus to decide who will bring the large items such as the TV, DVD player, and mini-refrigerator. *All appliances should be Energy Star rated.*

**ALLOWED ITEMS:**
- Television/VCR/DVD
- Alarm clock
- Sports equipment
- Laundry bag (or basket)/Laundry soap
- Bedding, sheets, pillows, blankets
- Bike and bike lock
- Hair products/hair dryer
- Reading light (Halogen bulbs and flower lamps are NOT permitted)
- First aid kit, bandages, aspirin
- Personal hygiene items
- Trash can
- All purpose cleaner
- Mini refrigerator (maximum 4 cubic feet)
- Power strip/surge protector (Extension cords are prohibited; power strips must be UL approved with circuit breakers.)
- IPod/MP3 Player
- Pens, scissors, tape, etc.
- Eating utensils, plate, bowl, cup
- Safety pins, sewing kit
- Iron and small ironing board
- Bath towels, soaps, robe, etc.
- PC/Laptop
- Coffee Pot (ex. Keurig)
- Shower shoes
- Umbrella
- Small toolbox

**PROHIBITED ITEMS:**
- Pets
- Fireworks
- Hot plates
- Mini indoor grills (e.g. George Foreman)
- Any appliance with exposed heating coil
- Multi-arm (flower) lamps, lava lamps
- Space heaters
- Extension cords or multiple-plug converter (only surge protectors with a reset button are allowed in residential facilities)
- Full-size refrigerator
- Firearms, weapons
- Microwave (provided amenity)
- Candles or incense
- Halogen lamps
- Coil lighting
- Plug-in air fresheners

**Room Decorating**
Residents are encouraged to personalize their rooms, while still following the guidelines below:

a. Residents may not paint any piece of University furniture or surface in their rooms including the room door.

b. Light fixtures and sprinkler heads should never be used to hang items, as they are not mounted to hold additional weight. Additional weight on sprinkler heads will cause them to burst and flood the area.

c. Combustible decorations are prohibited. Decorations for student rooms consisting of sheets, nets, or large pieces of material hung or draped from the ceilings/walls are prohibited. Large pieces of material are considered a fire hazard, especially when draped across the ceiling.

d. No decoration is allowed in the entry way that inhibits egress or near a heating source (vent to allow heat into the room).

e. Door decorations (from the resident, the Resident Assistant (RA) or the Peer Assistant Leader (PAL)), boards (e.g. dry erase or cork), and posters are allowed to be placed on the room door. The above must be placed using RES approved materials (e.g. painter’s blue tape). Only non-combustible materials are allowed to be placed on the door. Any item deemed inappropriate by RES will be removed. Though students are permitted to place items on their doors, no student organization is permitted to place items on student doors. Student organizations must adhere to the posting policy.

f. Overhead or room lights may not be covered with any material.

g. Though neon lights are permitted within the residential facilities, they may not be placed in windows or be seen from the exterior of the building.

h. Black (or dark) overhead light bulbs are prohibited in student rooms.

i. No alterations are to be made to the furniture, fixtures, or surfaces provided by the University and no construction or alteration of any type may take place within a room.

j. No live/cut trees are permitted in any residential facility. Artificial trees should not block access to fire safety equipment or exits, and should be treated with fire protection.

k. Only UL approved lights are permitted. Halogen floor lamps, halogen desk lamps, and lava lamps are prohibited. Do not overload outlets.

l. Furnishings are not to be used for any function other than their intended purpose. University equipment, furniture, or furnishing may not be removed or disassembled. Students will be charged for replacement or repair costs.

m. No permanent alterations can be made to a room. This includes painting the walls. All shelves, beds, etc., must be free-standing and may not be affixed to walls or other permanent fixtures.

n. Alcohol containers are expressly prohibited as decorative items. Such containers found in student rooms will result in a disciplinary charge under the alcohol policy of the Code of Conduct.

o. All decorations must comply with the fire safety policy stated above and cannot create any other unsafe situation. If lights are used as decoration, they cannot be left on while no student is present in the room or if the students in the room are asleep.

p. Any decoration deemed unsafe by RES staff (including during Health and Safety Inspections) must be removed immediately by the student. Failure to remove the decoration will result in being processed through students conduct.

q. During holiday periods within the fall or spring semester, doors are allowed to be decorated with RES approved materials (e.g. commercial door covers, posters, etc.). No more than half of the door is allowed to be covered. The material used must be non-combustible.
r. There are no RES approved methods of hanging items on the wall. If you choose to use an item, be sure to test the adhesive on a small area of the room before using. Students will be charged at the end of the year for any damage caused by adhesive removal and/or failure to remove the adhesive product. Double sided tape will damage surfaces and is prohibited. This includes wall-safe items such as 3M strips.

**Room Entry**

While the College makes every reasonable attempt to respect students’ privacy, it reserves the right to enter a room and, if deemed necessary, to conduct a search of a room. Typically, College personnel will limit room entry to the following instances:

a) Administrative Searches - Administrative searches are those conducted due to suspicion that a College policy or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Dean of Campus Life (or designee). The student whose room/belongings are in question shall be present whenever possible, however, administrative searches may take place without a room’s occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with nor under the direction or on behalf of the Emory University Police. Administrative searches are not generally conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist, either before or during a search, the Emory University Police will be contacted and a criminal search warrant may be obtained.

b) Facility Work – to provide custodial and/or maintenance work.

c) Inventory – to conduct an inventory of College property.

d) Personal Emergencies – to respond to an indication of danger to life, health, or property.

**ABOUT YOUR HALL**

**Building Conferences and Social Media**

Each residential complex has social media outlets (Facebook Pages, Facebook Groups, Twitter Pages, etc.) where students can build community with other residents and receive Oxford and RES news. This is one of the ways RES will communicate important information to students, so make sure to check your building social media outlet often.

**Care for the Residence Halls**

You should not leave trash or personal items in the hallways, damage the walls or furniture, or allow important maintenance issues to be ignored in the residence hall. Residence halls at Oxford College can house between fifty and three-hundred and fifty students. It is important that each resident cares for the hall and respects the other students that live there. Any damages inflicted on your room will be charged to your student account unless someone else claims responsibility. In addition, vandalism or damages inflicted upon common areas will be charged to all residents if responsible parties do not claim ownership. Respect for other students is of utmost importance in preventing such occurrences. Students should treat the residence halls as their homes.
Community Microwaves
Microwaves are available in all communities for resident use, as they are not allowed in individual student rooms. If a microwave is not functioning properly, please report to the RLC.

Cooking:
Cooking is restricted to residence hall kitchens. Residents may use the following approved appliances in their rooms: blenders, coffee makers, popcorn poppers, and small hot pots. The entire approved list is located on the RES website, [http://oxford.emory.edu/life-at-oxford/housing/current-students/what-to-and-what-not-to-bring/](http://oxford.emory.edu/life-at-oxford/housing/current-students/what-to-and-what-not-to-bring/). All items must be UL approved. Possession and use of other food preparation appliances, including microwaves and “indoor grills,” in student rooms is strictly prohibited. Appliances with automatic shutoff features are strongly encouraged and recommended. Student can possess rice cookers but are restricted to using them in the residence hall kitchen and not in the student rooms.

Hall Decorating
Residents are encouraged to personalize their hall with their Resident Assistant, while still following the guidelines listed in ROOM DECORATING and below:

a. The decorations must approved by the Residence Life Coordinator (RLC) of the building. The RLC will determine the length of time the decorations will remain on the walls.
b. Decorations are only allowed on the walls of the hall. No decoration is approved to be posted on the floor. Decorations that progress from the wall to the ceiling must be approved by the RLC and cannot cover the ceiling within 3 feet from the wall in which it is posted.
c. If lights are used, they must be UL rated and used in the manner for which designed.
c. Electrical cords are prohibited from being used as a part of hall decorations

Importance of Locking and Un-propping Doors
The most common way theft occurs on college campuses is by people walking into residence halls and taking things from unlocked rooms. These crimes can be prevented easily by locking room doors, by not propping entrance doors, and by refusing entry to people you don’t know. Oxford students have ID access to all residence halls, so by keeping all entrance doors locked and refusing entry to strangers, students can help keep themselves and their peers from becoming victims.

Keeping Things in Storage
There is no on-campus storage available during the year or the summer. Many students choose to rent off-campus storage spaces, often sharing with friends. There are several storage companies in the Oxford/Covington area. RES will work to offer students a variety of summer storage options. Information will become available in April.
Laundry Services
Free laundry is located in each complex! Please report any mechanical difficulties to the Residential Education and Services Office at 770-784-8383. Include the location (building and hall), number of the machine and describe the problem with as much detail as possible.

RES also partners with University Laundry to offer you a laundry service. This service is an additional cost. Please see our website for more information.

Programming in the Residence Hall
The RES Staff promotes and supports a variety of hall programs throughout the year. Programs are put on by the RES staff in order for residents to have formal and informal interactions to build community, gain new experiences, learn outside the classroom, and have fun. These experiences are designed to complement the development that occurs during the first two years of college. Within the experiences that happen in hall communities, residents have the ability to craft their experience, to make suggestions, and see them come to fruition. It is in this fun environment that some of the most life-long friendships are formed.

Security
All residence halls are locked 24 hours per day. The Oxford College Police are responsible for the general security of the campus; however residents must also take responsibility for the safety and security of the campus. Blue light phones can be found around campus, and connect directly to the Oxford Police.

Space Reservations in Halls
No residence hall space may be used for formal program space unless in conjunction with RES. These spaces are available and open to student use. Exceptions may be made with individual RLC permission. Reservable spaces in residence halls are the Murdy Kitchen and the Murdy Seminar Room. If the space is not in Live 25 it is not reservable space and should not be used unless it is in conjunction with RES or by the permission of the RLC. RES is not responsible for access to these spaces.

Solicitors and Salespersons:
Solicitation and door-to-door sales, including efforts being conducted by student organizations, are prohibited in the residence halls. Solicitors and salespersons found in residential areas should be reported to the RES central office or Oxford Police immediately.
Student organizations wishing to conduct fundraisers in residential areas must receive approval from the Director of RES. Residence hall lobbies are prohibited as areas for fundraising activity. Contact the Residential Education and Services office for more information on the process to receive approval.

Storage
Storage space is not available in the residence halls. Students needing storage space beyond what is available in their rooms should make arrangements off campus.
**Student Emergency**
Illnesses or accidents should be reported immediately to your RA or another RES staff member. Transportation to Student Health Services is the responsibility of the individual student. In an emergency, you, your RA or RLC, or the Oxford Police may contact an Emergency Medical Service ambulance for transportation by calling 911 from a campus phone.

**Vending Machines**
Vending machines are available in the residence halls. If you should lose your money in any of the machines, please report this to the Candler Student Center Desk. Please report any machines that are out of order to your RLC. Machines that are vandalized may be removed and not replaced.

**ABOUT YOUR OXFORD COMMUNITY**

**Community Happens… What’s your Contribution to it?**

**Bicycle Safety**
Many students bring bicycles their first year in college. Unfortunately, bikes are very easy to steal and very difficult to recover. It is important to always lock your bike up and keep it safe. Bikes should be secured to a bike rack or stored in your room with the permission of your roommate. Here are some tips on keeping your bike safe:

- Park your bike where you can keep it in sight whenever possible.
- Never leave your bike unsecured, even if you’ll only be gone for a minute. It takes only seconds for a thief to steal an unsecured bike.
- In public, secure your bike where anyone who is tampering with it will be readily seen by a passerby.
- At night, try to secure your bike in a well-lit area.
- Bikes should not be secured along handicap ramps or railings leading to/from a building entrance.
- Always secure your bike with a high quality “U” shaped lock, making sure to run your lock through the frame and the front wheel, and attach it to immovable objects such as a bicycle rack.
- Report all thefts to Campus Police immediately. Dial 770-784-8377.

**Blue Light Phones**
There are blue light phones located around the Oxford College campus which connect directly to the Campus Police who are on campus 24 hours per day. In the event of an emergency, simply pick up the handset or hit the red “emergency” button and you will be connected to a 911 operator.

**Emergency Planning**
We have emergency plans and crisis training, however in the event of a true emergency, you’ll want to be in contact with your family. Please discuss the following:
In the event of an emergency, how will you contact one another?

- What if the landline telephone lines are out of service or all lines are in use?
- What if cell phones are out of service or all lines are in use?
- What if email is not operational?
- Is there a local or regional family member or friend with whom you can stay in the event of a temporary, partial or complete campus closure?

A few minutes of advanced planning could save your family hours of worry in the event of a campus emergency. Please take the time to sit down and discuss these questions.

Visit [http://www.emory.edu/home/CEPAR/Notification_Program/](http://www.emory.edu/home/CEPAR/Notification_Program/) to sign up for emergency notifications.

**The Family Education Rights and Privacy Act**

“FERPA” is a federal law that protects the privacy of a student’s education records. Once a student enrolls in college, his/her student record cannot be released to any other person, including a parent or legal guardian, without his or her written consent. This law covers academic as well as conduct records. Certain extenuating circumstances, such as health and safety emergencies, are addressed in the law, and allow the College to disclose these records without consent.

**Food Plan/Food Service**

All residential students are required to have a meal plan during their time at Oxford College. Please see the dining website for meal plan options: [http://oxford.emory.edu/life-at-oxford/dining-services/](http://oxford.emory.edu/life-at-oxford/dining-services/)

*Please note that removing plates, cups, utensils, or items not intended for take-out at Lil’s is a violation of the Code of Conduct (c.1. Misuse of property or services, including but not limited to: Taking, using, or possessing property without the express permission of its owner or utilizing a service without express authorization from its provider).

**Mail and Shipping**

Each student is assigned a mailbox. This will serve as your mailing address for your duration at Oxford College. Packages should be sent directly to your assigned box through the United States Postal Service (USPS). You will receive an email and can pick up any packages at the mail services office, located just off Whatcoat Street, during normal office hours. To address your mail correctly, follow this template:

Student Name  
Oxford College of Emory University  
810 Whatcoat Street Box #XXXX (your box number)  
Oxford, GA  30054
**Oxford Student Health Services**

Student Health Services (SHS) is located on campus in the East Village Residential Complex, Murdy Hall, First Floor. The entrance to SHS is located off Moore Street via the underpass on Murdy Hall. The office is staffed during regular business hours, however for emergencies the Newton Medical Center emergency room is only minutes away. In this office routine medical treatment is provided by a nurse practitioner; in addition, referrals to specialists, some laboratory tests, mental health and counseling services, immunizations, physicals, blood pressure monitoring, laceration repair, and many other services may be offered. More information can be obtained by visiting the website or by calling the office at 770-784-8376.

**Safety and Security**

Oxford College prides itself on its safe reputation and relatively low level of criminal incidents each year. Despite this, we still suggest that you program the emergency phone number for Campus Police into your cell phone in case of emergency. To reach Campus Police during an emergency from a non-campus phone, dial 770-784-8377. (Dialing 911 from a cell phone will connect you to the county dispatcher.) The Campus Police office is located at 402 Moore Street (down from William’s hall).

**Vehicles and Parking**

Parking on campus is limited therefore parking permit applications are accepted on a first come first serve basis. Don’t feel pressure to bring a car to campus. With daily shuttle service to the Atlanta campus, the Enterprise ShareCar program, and regular shuttle service to a nearby mall on Saturdays and other local shopping options, many students find it unnecessary to have a car at Oxford.

**Student Vehicle Registration and Enforcement:**

All students are encouraged and given the opportunity to pre-register their primary vehicle online. The Oxford College Parking Rules and Policies may be found at [http://www.oxford.emory.edu/police/](http://www.oxford.emory.edu/police/) and you can navigate to vehicle registration from this site. Once you register your vehicle on-line you will be allowed to bring a vehicle to campus. If you receive an automatic response advising that all parking spaces are full and that you have been placed on a waiting list, do not bring your vehicle to campus until notified by e-mail that you are allowed to do so. If you have any further questions please call Campus Police at 770-784-8377 weekdays between 8 AM and 4 PM or email bob.walker@emory.edu.

**Property Damage/Loss**

The College assumes no responsibility for loss of, or damage to, items of personal property that occur on its grounds. All property damage and loss should be reported to a RES staff member and/or Campus Police so that appropriate record keeping may occur. Residents assume responsibility for having appropriate insurance to cover any such losses. Residents are strongly encouraged to discuss the limits and coverage of insurance carried by their parents/guardians and consider the procurement of others coverage (e.g., rental insurance) as they deem appropriate. Students are responsible for any losses or damages that occur in their assigned rooms, regardless of whether the damage occurs while they are present. Students in the residence halls are jointly responsible for destruction,
misappropriation, and theft in common areas within the residence halls. When necessary common fees may be charged to residents based on their living location for loss and/or repair of common areas and furnishing of these areas resulted from vandalism and/or abuse when no individual is identified as responsible. Residents are expected to take every precaution to assure that common areas are not abused.
RESIDENTIAL EDUCATION AND SERVICES POLICIES

RES policies are designed to be guidelines for comfortable residential living while at Oxford. The RES policies work in conjunction with the Oxford College Code of Conduct and the Oxford College Housing Agreement. Students who ignore these guidelines often find their experience to be less enjoyable than those who realize that an entire residence hall can be affected by one student’s choices. It is essential to the comfort and well-being of all students that everyone makes a conscience effort to respect the rights and privileges of all residents. What follows is an amended version of residence hall polices and processes. All policies and processes are NOT communicated here. Greater explanation and addition policies can be found online at http://oxford.emory.edu/life-at-oxford/housing/current-policies/res-policies/. RES reserves the right to amend its policies and procedures as needed and agrees to communicate any changes of this nature to students in a timely and efficient manner.

DISRUPTIVE BEHAVIOR: Disruptive behavior is defined as any activity that interrupts and interferes with the normal routine of a residential student. A complaint by another student is not necessary to be referred for disruptive behavior. If a RES staff member reasonably believes that observed behaviors of a student are likely to infringe upon another resident or create a disturbance in the community, a student may be documented by a RES staff member. The time of day and location of such behavior will be taken into consideration, especially during quiet hours. Mutual respect and consideration (courtesy hours) are in effect at all times in and around residential areas. Prime sleep and study hours (9:00 p.m. to 10:00 a.m. - Sunday through Thursday; midnight to 10:00 a.m. - Friday and Saturday) are designated as Quiet Hours.

ELECTRICAL ITEMS/APPLIANCES: Electrical outlets in each room are limited. No more than two items may be plugged into a double electrical outlet. Clocks, fans, stereos, TVs, computers, electric blankets, electric razors, refrigerators (ONLY ONE REFRIGERATOR IS PERMITTED PER SINGLE/DUOUBLE ROOM, TRIPLE ROOMS ARE PERMITTED TO HAVE TWO), and hair dryers are all permitted. Electric potpourri burners that are UL listed are permitted, provided that a nuisance situation does not occur. Air conditioners, ceiling fans, microwaves, toaster ovens, space heaters (except ceramic heaters supplied by the College in emergencies) and grills of any kind are prohibited. All permitted items requiring the use of electricity must be Underwriters Laboratories (UL) approved. Appliances with automatic shutoff features are strongly encouraged and recommended.

All electrical devices, including refrigerators, fish tanks, and computers must be unplugged when the residence halls are closed for a college break. These include Winter Break and Spring Break.

EXPLOSIVES AND WEAPONS: Possession, storage, use, or manufacture of guns (including pellet and BB guns), hunting knives, hunting bows, ammunition, slingshots, stun guns, target rifles, fireworks, paintball guns,
launching devices (e.g., “spud guns”), and other items considered to be dangerous are strictly prohibited in the residence halls. Storage of these items must be arranged at an off campus location.

**FIRE SAFETY:** Fire safety is the responsibility of all residence hall staff and students. All fire safety regulations will be strictly enforced. All occupants (students, guests, and staff) of a residence hall are expected to evacuate promptly whenever a fire alarm sounds. Students who do not evacuate will be documented and processed through the conduct system. Guests of students who fail to evacuate are subject to loss of visitation privileges. Building occupants must remain outside of the building until the residence hall staff gives an “all clear” signal. Serious disciplinary action will be taken against anyone found tampering with fire alarm mechanisms (e.g. covering smoke detectors), fire extinguishers, and/or refusing to vacate during a fire alarm. The College DOES NOT tolerate students starting fires of any sort in or near a residence hall. Candles, incense, other combustible materials or any open flame device may not be used in the residence halls, including for decorative purposes. Students may not suspend a tapestry underneath their room’s ceiling or string cables or wires in any manner that compromises the sprinkler head in the residence hall room. Sealing the door frame and door in an attempt to create an airtight enclosure (i.e.: duct taping the space between the door and door frame) is prohibited. Intentionally misusing, damaging, or tampering with fire or other safety equipment, including covering or disabling a smoke detector is a violation of the Code of Conduct. All students are required to maintain their rooms in a manner that allows for safe and efficient evacuation in an emergency situation.

**FURNITURE:** Removal of College furniture from student rooms is prohibited. Alterations are not to be made to the furniture or fixtures that are provided by the College. Personal furnishings, such as lofts, must be freestanding and clear of all existing fixtures, furniture, or walls. Waterbeds are prohibited. Removal of common area furnishings (e.g., lounge furniture) or equipment from their proper location constitutes theft of College property and is a policy violation.

**PETS/ANIMALS:** Due to health and safety concerns, as well as sanitation problems, pets and other animals are not allowed in the residence halls. Only tropical and domestic fish are permitted and must be kept in a 10-gallon (or less) aquarium, if all roommates agree to have an aquarium. All other animals will need to be removed immediately and violators are subject to disciplinary action. Residents are not permitted to keep animals as guests even for brief periods of time. Feeding stray animals is prohibited. If discovered, pets will be removed and residents will be assessed a cleaning charge. Service/Assistance animals with completed, approved university documentation are permitted in all residential facilities.
SAFETY AND SECURITY: Students are expected to take an active role in maintaining safety and security on campus. Failure to do so jeopardizes the safety of everyone concerned. Therefore, the following practices must be observed:

a) Objects may not be dropped or thrown from windows nor may screens or windows be removed.
b) Students are not permitted on roofs, banisters, or on any other structure that is not designed for common traffic.
c) Only designated entrance/exit doors are to be used.
d) Doors are to be returned to a secured (locked) position after use. Propping internal or external doors jeopardizes the safety and security of an entire residence hall. Students responsible for propping doors will be documented and processed through the conduct system.
e) Windows and doors should always be locked when students leave their rooms or when asleep.
f) Students must carry their College ID and keys at all times.
g) College owned keys are never to be loaned out or duplicated.
h) Anyone or anything that appears suspicious should be reported to the Campus Police immediately.
i) Students should always use caution when traveling on or around campus, especially after dark. Call Campus Police for an escort at 4-8377.

TOBACCO USE: Oxford College, as well as all of Emory University, is a tobacco-free campus to improve the health of its community members. As such, the use or sale of tobacco products in or on Emory-owned or Emory-leased property is prohibited. This includes the Oxford College residential housing facilities. Tobacco products include smokeless tobacco, cigarettes, clove cigarettes, e-cigarettes, chewing tobacco, dipping tobacco, and any actions pertaining to the consumption of tobacco. This policy applies to students, their families, and their guests.

VANDALISM: Students should take proper care of residential facilities and furnishings. Intentional damage will result in strong disciplinary action. Students witnessing an act of vandalism should notify a Residential Education and Services staff member immediately. The College reserves the right to assess residents individually or collectively for damage to its buildings and furnishings.

VISITATION: Visitation refers to the privilege of having guests in your room and the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. A guest is defined as any person not assigned to live in a given room and/or residential area, whether they are residential students, commuting students, or non-students of Oxford College. Each residential area has a standard 24-hour visitation policy, meaning that with the consent of roommates, a resident may have other persons in their room at any time. Residents of a floor may vote to establish more restrictive hours for visiting with a majority vote by the floor. Overnight visitors are not permitted to stay on campus more than two
consecutive nights in a given week (defined as Monday through Sunday), for a maximum of 4 days in a month. Guests must abide by the rules and regulations of the College and residents will be held responsible for the conduct of their guests.

Any guest who is not enrolled at Oxford College must be escorted at all times in residential areas by their host/hostess. Overnight Guest Registration: All overnight guests (defined as persons not currently enrolled at Oxford College) must register with the Candler Student Center Desk. Oxford College students do not need to register other Oxford students as guests. A photo ID is required to register as a guest. Guests must present their registration card and photo ID upon the request of a College official. Guests who refuse to register or follow the College’s policies will be required to immediately leave the residential facilities and may be refused access to the Oxford College campus. Residents will be held responsible for the conduct of their guests. Please see a Residence Life Coordinator (RLC) with questions about the visitation or guest policies.
APPENDIX A

EMORY UNIVERSITY
Undergraduate Housing Agreement: OXFORD COLLEGE 2015-2016

________________________________________________________________________________________

Student’s Name (please print) Student’s ID Number

This is an Agreement between the individual student (and, if the student is a minor, his or her parent or guardian) and Emory University through the Oxford College. It is for the regular academic year, exclusive of any summer term, and entitles the student to the use of assigned University housing only in such manner as set forth herein and in accordance with regulations of the University. It does not constitute a commitment of admission to or continuance at the University. This Agreement does not constitute a lease and no estate, tenancy or any other interest in property is conveyed to the Student hereby, nor is any usufruct granted to the Student hereunder. Rather it is the parties’ intent that this Agreement constitutes a temporary revocable license agreement between Emory, as licensor, and Student, as licensee. In the event that Student violates any of the terms or conditions of this license, or of any applicable University rule, regulation or policy, or if the Student engages in conduct that Oxford, in its sole discretion, determines is significantly disruptive or poses a threat to the health, safety or general wellbeing of himself/herself or others and/or to property, then Oxford may immediately cancel and revoke this license Agreement and remove the Student and his/her property from the residence hall, as well as make any other appropriate referrals for disciplinary action and/or take any other appropriate legal action. This Agreement can be terminated by students only under the conditions specified herein. Please note that under Term no. 3 below (Cancellation), there are no exceptions to the Cancellation policy for any other reasons, for example: financial aid need, desire to commute from home, medical reasons (excluding disabilities), uncertainty of housing assignment due to wait-list status, delay in receiving a housing assignment, transfer status, lack of understanding that the Agreement is “binding,” changing circumstances or opinions about housing, or special hall or room-type request (e.g., single room), and so forth. If you sign this Agreement, you are committed to the Terms and Conditions as stated for the duration of the regular academic year. Students and their parents or guardians are urged to read carefully the Terms and Conditions of this Agreement.

In Witness Whereof, the parties have executed in duplicate the entire contents of this Agreement. I have read and agree to abide by the terms of this Agreement.

Student’s Signature: __________________________________________________________________________

____________________________________ DATE:

Parent’s or Guardian’s Signature (if student is a minor): ____________________________________________ DATE:

TERMS AND CONDITIONS

Oxford College is a residential campus where students are required to live on campus. Some students can petition to be exempt from this policy and to live with parents or guardians. All petitions to commute to campus must be submitted to the Director of Residential Education and Services (or designee) by July 15 for fall semester or December 1 for spring semester (see further Commuter Policy).

1. AGREEMENT PERIOD & PAYMENT.

A. This Agreement, unless otherwise provided, shall be binding for the 2015-2016 academic year and does not include any summer term. If at any time the student ceases to be enrolled in the University, this Agreement shall automatically and immediately terminate. By execution of this Agreement, the student (and parent or guardian if student is a minor) agrees to pay the University, by semester, the applicable rates for the assigned space in accordance with the Schedule of Housing Charges maintained in Residential Education and Services.

B. An interest charge of 1¼% per month (15% annual percentage rate) will be imposed on amounts not paid by the deadline as according to the Oxford College of Emory University Financial Services payment policies.

C. All residents of undergraduate housing are required to participate in a Campus Dining Plan, the fee for which is set by the University. Students who have medical needs or disabilities that may affect their

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dining plan must contact and register with the Office of Access, Disability Services & Resources (ADSR). Please consult www.emory.edu/oxford/oxforddining for more information.

D. Students who intend to maintain and park a vehicle on campus shall be required to properly register the vehicle in accordance with and thereafter adhere to all policies and parking fees as outlined by the College.

2. ROOM RESERVATION.
All students requesting campus housing must submit a completed application form and a signed Housing Agreement. Returning residents must renew their applications for housing each year. Returning students who do not renew their application and reserve their space by the date determined by Residential Education and Services will lose their priority for a housing assignment, be assigned by the RES staff, and still be assessed a charge the entire year’s rent.

3. CANCELLATION OF AGREEMENT.
A. Except as hereinafter provided, cancellation or termination of this Agreement will result in a $200 cancellation fee and incurrence of the entire year's rent.

Exceptions:
(1) Students not returning to the University for the fall semester must cancel prior to July 30 or they will be charged a $200 cancellation fee. Midyear graduates, students transferring out of Emory, and students withdrawing at the semester break must cancel for spring term prior to Dec. 1 or they will be charged a $200 cancellation fee. Cancellations must be in writing;
(2) Students who cease enrollment during the term of this Agreement must vacate their rooms within forty-eight hours (48) hours (unless otherwise stated by Residential Education and Services) and will be prorated their room cost up to the fifth week of the semester. Cancellations that occur after the fifth week of the semester are not eligible for any refund of housing fees;
(3) Students in an Emory-approved Study Abroad program will be allowed a cancellation of the Undergraduate Housing Agreement commencing at the start of their participation in a Study Abroad program. Thus, students studying abroad for fall semester 2015 will need to reapply for housing for spring semester 2016;
(4) Students who are denied housing due to lack of available rooms;
(5) When, in the sole discretion of the Director of Residential Education and Services, the housing needs of the University are such that cancellation of this Agreement will not result in a campus vacancy, a student may be permitted to cancel this Agreement through an appeal process but will be charged a $200 cancellation fee. Requests for such cancellation must be submitted in writing to the Director of Residential Education and Services. Decisions will be communicated to the student in writing. It should be noted that it is rare for students to have their Agreement canceled under this exception.
B. Students who have been placed on a waiting list for Residential Education and Services will be bound by all terms of this Agreement and incurrence of the entire year's rent.
C. Refund for first-time Oxford College students who are Federal Title IV aid recipients will be prorated in accordance with the Higher Education Amendment of 1992 and any related regulations.

4. HOUSING REFUND SCHEDULE
Refund of housing fees is only partial and decreases progressively based on the date that a student ceases to be enrolled. The schedule of forfeitures for housing fees is as follows: up to the second week of the semester, daily fees applied for the number of days in residence will be charged; during the second week of the semester, 20 percent housing charge; during the third week, 40 percent; during the fourth week, 60 percent and during the fifth week, 80 percent. There is no refund for housing after the fifth week of the semester.

5. OCCUPANCY.
A. Rooms may be occupied and vacated only in accordance with the schedules published by Residential Education and Services. Students are required to occupy their rooms by 5:00 p.m. on the date of their registration. If they fail to occupy their rooms by the designated time, they will continue to be bound by this Agreement, can expect to lose their room assignment, and will be reassigned unless prior notification for late occupancy has been made in writing to Residential Education and Services.

Note: Failure to occupy a room does not excuse a student from the terms of this Agreement.
B. All campus housing is closed during the Thanksgiving recess, interim break period between semesters and during Spring Break. Closing and Openings schedules will be posted prior to each break.
C. All non-graduating students are required to vacate their residence hall space no later than 24 hours after their last examination in the final exam period for the fall and spring semesters or by the stated deadline on the day following the end of the final exam period in the fall and spring semester, whichever comes first.

6. ROOM ASSIGNMENT, CHANGES & TERMINATION.
A. Room assignments are made without regard to race, age, color, religion, disability, sexual orientation, veteran's status, or national origin. An attempt will be made to honor mutual roommate requests but they are not guaranteed.
B. Housing assignment information is available to students via their MyHousing account page. Students should consider the information on this page to be their primary source for accurate housing information.
C. Assignment of available space is made at the sole discretion of the College. Residential Education and Services reserves the right to assign applicants and students to available space and, in its sole discretion, change such assignment at any time throughout the term of this agreement. Residential Education and Services also reserves the right to change an assignment or terminate the privilege of housing for anyone who: (1) in the opinion of the Director of Residential Education and Services (or designee), has demonstrated behavior that significantly disrupts or poses a danger to the residence hall environment or (2) has received such a sanction through the conduct process.
D. The College reserves the right to assign students to temporary accommodations in the event that regular rooms are not available. Students who accept a temporary assignment do so with the understanding that they may be given short notice to relocate to a permanent or other temporary space. Failure to relocate in the time allotted by the Office of Residential Education and Services may result in the loss of the assignment.
E. The College reserves the right to reassign any resident of housing. Typically, this occurs when a room is not full to occupancy. If an empty bed space exists within a room, the resident may be consolidated with another person into another room with an empty bed space. Consolidation exists to keep as many rooms available as possible in order to grant the Office of Residential Education and Services the ability to provide housing to all students and accommodate assignment changes as circumstances dictate.
F. If a vacancy occurs in a room, the remaining student(s) will accept an assigned roommate or move to another room upon notification by the College. The remaining student(s) may request permission to maintain the room below designated occupancy. The College, in its sole discretion, may grant or deny such request but if granted, it will be conditioned upon requiring a charge above the current room rate, prorated for the remainder of the semester. Where there is a vacancy, the room must be maintained by the occupant(s) in a manner that will allow another student to move in immediately.
G. Students may submit requests for room changes through procedures outlined on the Residential Education and Services website. Students who move out of, into, or within College housing without proper authorization are subject to disciplinary action and sanctions and applicable fines and termination of this Agreement with a $200 cancellation fee and incurrence of the entire year’s rent.
H. Room type designations (double, triple, single, super-single) are set in advance and may not be changed without express written consent thereto by Residential Education and Services.

7. MEDICALLY RELATED NEEDS/DISABILITIES.
Students who have medical needs or disabilities that may affect their assignments or accommodations must contact and register with the Office of Access, Disability Services & Resources (ADSR). Accommodations may be approved based on receipt of appropriate documentation as outlined by the Office of Access, Disability Services, and Resources. Consultation may take place with Student Health and/or the Oxford Counseling Center.

8. PROHIBITION OF ASSIGNMENT.
This Agreement may not be transferred or assigned to another person. Assigned space may not be sublet. Any transfer in violation of this prohibition shall be automatically null and void.
9. RESPONSIBILITY FOR PERSONAL PROPERTY.
A. The College does not assume responsibility for loss of or damage to articles of personal property that occurs in its buildings or on its grounds no matter how caused. Students or their parents are encouraged to carry appropriate insurance to cover such losses.
B. Students are required to remove all personal property upon withdrawal from the College or at the end of the Agreement period. Students agree that any personal property left in the room or premises after that time will become the property of the College, and the College may use, sell, discard, or otherwise dispose of such items at its discretion. Students will be held responsible for any costs or expenses associated with the removal and disposition of remaining personal property.

10. RESPONSIBILITY FOR THE ROOM.
A. Each resident is responsible for the condition of the assigned room and shall reimburse the College for all damage to the room, including but not limited to, the interior and exterior of any doors providing ingress or egress to or within the room, as well as damage to or loss of fixtures, furnishings, or properties furnished under the Agreement. The College shall have the right to bill a student account for such damage, loss, or cleaning charges. Resident acknowledges and understands that (a) the assigned space is located in a climate in which temperatures, humidity, and other naturally occurring conditions normally allow the growth of mold and mildew in locations where dampness or moisture are present; and (b) upon moving into the assigned space, resident will have control over and knowledge concerning conditions in the interior of the assigned space. Therefore, resident agrees to:
   • set thermostats to provide appropriate climate control.
   • maintain the assigned space in a clean condition by vacuuming, or wiping hard surfaces with a household cleaner.
   • remove visible moisture or condensation on floors, walls, windows, ceilings and other surfaces promptly.
   • take other measures as may be necessary to prevent mold and mildew from accumulating in the assigned space (including without limitation reporting immediately to the College any evidence of water leaks or mold or mildew-like growth).
B. Removal of College furniture from student rooms is prohibited without written consent from Residential Education and Services. No alterations are to be made to the furniture or fixtures provided by the College and no construction or alteration of any type (including, but not limited to, lofts) may take place within a room without the express written consent thereto by the College. Additional furnishings brought into the room must be freestanding and clear of all existing fixtures, furniture, or walls.
C. Each resident will be required to verify the information contained in the Room Condition Report within 3 business days after occupancy and submit it to Residential Education and Services. When occupancy is terminated, it is necessary to obtain a room inspection by the appropriate Residential Education & Services staff member. Those students who vacate without following the procedures outlined herein will be charged applicable fines plus the cost of any damages occurring during occupancy as such damage is determined by the College. After students vacate, the rooms will also be inspected by a professional staff member who will make final assessments.
D. The College reserves the right to withhold all records of students whose financial indebtedness to the College has not been satisfied.
E. Residential Education and Services will conduct periodical room inspections occurring at least once per semester. The purpose of these inspections is to ensure that safety devices are working properly, address unsafe conditions and to give general information that might be helpful as students encounter situations. Residents who present an unsafe situation to the residence hall community will be expected to make necessary changes and or improvements as instructed. Upon re-inspection, students who have not made necessary corrections as instructed may face fines and referral for conduct violation. Although the purpose of these instructions is not to enforce non-safety related policies, staff will report any conduct code infractions that they become aware of for appropriate response by the College.

11. RESPONSIBILITY FOR COMMON AREAS.
A. Common areas shall include but not be limited to hallways, baths, stairwells, elevators, lounges, studies, utility and storage rooms, kitchens, grounds and building exteriors. No items are to be placed in or attached to any common area without the express written consent of the College, including but not limited to any type of antenna or satellite dish. Each resident is responsible for all damage and loss caused by him/her to the common areas, including damage to and loss of fixtures and
furnishings in the common areas as well as damage to the common areas themselves, whether or not due to the resident's negligence. The College shall have the right to bill a resident's Student Account for such damage or loss, including repair, replacement, cleaning, or other charges from such damage or loss.

B. Residents are expected to take every precaution to assure that common areas are not abused or damaged in any way. Any individual who causes any damages to any common area or University property shall be responsible for the payment of all costs required to repair such damage, no matter how such damage was caused. In addition, if the individual(s) responsible for the damage cannot be identified using reasonable efforts, then all residents will be held responsible for paying a prorated share of the cost of repairing such damage.

C. Removal of common area furnishings or equipment from their proper location constitutes theft of College property and may be considered a conduct offense.

12. ROOM ENTRY.
The College reserves the right to enter a room at any time to determine compliance with all safety and health regulations and provisions of public law, University regulation, or Residential Education and Services policy and to provide cleaning or maintenance work or to conduct an inventory of College property. A room may also be entered if there is an indication of danger to life, health, or property. While the College makes every reasonable attempt to respect students’ privacy, it reserves the right to enter a room and, if deemed necessary, to conduct a search of a room. Typically, College personnel will limit room entry to the following instances:

(1) Administrative Searches - Administrative searches are those conducted due to suspicion that a College policy or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Dean of Campus Life (or designee). The student whose room/belongings are in question shall be present whenever possible, however, administrative searches may take place without a room’s occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with nor under the direction or on behalf of the Emory University Police. Administrative searches are not generally conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist, either before or during a search, the Emory University Police will be contacted and a criminal search warrant may be obtained. (2) Facility Work – to provide custodial and/or maintenance work. (3) Inventory – to conduct an inventory of College property. (4) Personal Emergencies – to respond to an indication of danger to life, health, or property.

13. SECURITY.
A. Residents who enter or leave by locked security doors are responsible for leaving the doors in a locked position. Violation of this policy may be considered a conduct offense.
B. Residents are urged to lock their windows and doors during periods of absence.
C. Keys should be carried at all times and must not be loaned or duplicated.
D. Residents should report anyone or anything suspicious or any lost or stolen articles to a Residential Education and Services staff member and/or Oxford College Police officer.
E. Students are required to carry their University ID Cards at all times and to present it to College officials on request.
F. The College does not assume responsibility for loss of or damage to personal items or for personal injury no matter how caused. Residents should arrange their own insurance coverage, including renter’s insurance.

14. KEYS.
Keys are the property of the College and must be surrendered on termination of residence. A lost, stolen, or duplicated key will result in a lock change. A charge will be made for changing a door lock. Auxiliary locks may not be installed nor may residents tamper with an existing lock. Failure to surrender a key may result in assessment of a charge by the College for key replacement and lock change.

15. FIRE PROTECTION.
The University will not tolerate students starting fires of any sort in or near the residence halls. Strong disciplinary action will be taken against those found tampering with fire alarm mechanisms and/or fire extinguishers and/or refusing to vacate a building in the event of a fire alarm, and this Agreement may be terminated by the College. Residential Education and Services may assess residents either collectively or individually for false alarms and/or damage to alarm mechanisms or extinguishers. Candles, incense, and other combustible materials may not be used in student rooms.

16. COOKING.
Cooking is restricted to those areas of the residence halls that have been set aside for that purpose (kitchen areas). Residents may not cook in their rooms. Possession of cooking appliances other than blenders, coffeemakers, popcorn poppers (no exposed coils), and small hot pots is strictly prohibited. All items must be Underwriter's Laboratory (UL) approved.

17. APPLIANCES.
For everyone's safety and convenience, no more than two appliances may be plugged into a double electrical outlet at any time. Extension cords are prohibited; only surge protectors with a reset button are allowed in residential facilities. Air conditioners, ceiling fans, space heaters, microwaves and toaster/toaster ovens are not permitted. All items must be Underwriter's Laboratory (UL) approved. Any hazardous appliance found in a room will be confiscated by the residence hall staff and stored until the resident is ready to remove it from campus at the next occurring break period.

18. REFRIGERATORS.
One refrigerator, not to exceed four cubic feet in size or 2.5 amps (UL approved), is permitted in each room. Standard triple rooms are permitted to have two of the aforementioned refrigerators. Having a refrigerator is a privilege that may be revoked if the above stipulations are not followed.

19. PETS.
Pets are not allowed in the residence halls. Fish are permitted with the mutual consent of roommates. The maximum-allowed capacity of a fish tank is ten gallons. Service, support, or therapy animals with completed, approved university documentation from the Office of Access, Disability Services, and Resources are permitted in the residential facilities.

20. DRUGS AND ALCOHOL.
The use, possession, or distribution of narcotics or illegal drugs is strictly prohibited on campus and in the residence halls. The unauthorized use, possession, or sale of drugs sometimes prescribed for medical purposes will not be tolerated at any time. Alcohol is not allowed in residence halls regardless of age. Oxford College is more strict than the Georgia state laws concerning the sale, possession, and use of alcohol.

21. TOBACCO USE.
Oxford College, as well as all of Emory University, is a tobacco-free campus to improve the health of its community members. As such, the use or sale of tobacco products in or on Emory-owned or Emory-leased property is prohibited. This includes the Oxford College residential housing facilities. Tobacco products include smokeless tobacco, cigarettes, clove cigarettes, e-cigarettes, chewing tobacco, dipping tobacco, and any actions pertaining to the consumption of tobacco. This policy applies to students, their families, and their guests.

22. FIREARMS AND EXPLOSIVES.
Firearms, ammunition, and explosives or weapons of any sort are not allowed on campus. This is strictly enforced in the residence halls. Students owning firearms must arrange to store them off campus. It is against Georgia law to own or use fireworks.

23. STORAGE.
Storage space is not available in the residence halls.
24. GENERAL CONDUCT.
All residents are required to comply with requirements of public law and all College and Residential Education and Services policies and regulations as they may be modified from time to time, including but not limited to those found in the Oxford College Code of Conduct, the Guide to Housing, the Residential Education and Services website, and the Oxford College Student Survival Guide. Violation may result in a resident being required to vacate the premises, referral for disciplinary action, restriction of privileges as well as possible fines.

25. ADDITIONAL POLICIES.
Additional policies of Residential Education and Services — as they currently exist or may be amended from time to time, including but not limited to those on the Residential Education and Services website—are incorporated herein by reference and are terms and conditions of this Agreement.

26. ADDENDA - DINING.
The following attached addenda are expressly made part of this Agreement and students acknowledge acceptance of the addenda by accepting this agreement: 2015-2016 Oxford College Student Dining Agreement.
These plans have been developed to ensure the safety of building residents in the case of any emergency requiring evacuation of the residence hall in which they live.

Increased awareness of the specific information contained in this document will take place periodically throughout the academic year.

Specifically:
• Resident Assistants will communicate this information to students during community meetings.
• Evacuation diagrams are posted on every residence hall floor indicating nearest exits.
• The Residence Life Coordinator will observe application of the evacuation plan during scheduled drills and make suggestions for improvement in implementation.

Specific responsibilities for building residents, Resident Assistants and Residence Life Coordinators follow. These guidelines should be adhered to so that the greatest level of safety possible may be realized in the event of a building evacuation.

GENERAL RESPONSIBILITIES:
Building Resident
• Familiarize oneself with the specific evacuation plan that pertains to the floor on which one lives.
• Identify oneself to the appropriate RES staff if assistance is required in the event of an evacuation of his/her residence hall.

RA
• Post, communicate and clarify specific evacuation plan to residents of the floor for which he/she is responsible.
• Identify individual residents who require assistance if an evacuation occurs and communicate this information to the Residence Life Coordinator.

Residence Life Coordinator
• Establish, coordinate, post and inform all occupants of the fire drill evacuation plan for each residence hall under his/her jurisdiction.
• Develop a specific plan of evacuation in collaboration with any residents requiring assistance to evacuate the facility. Communicate this plan to the building RAs.

IN THE EVENT OF A BUILDING EVACUATION
Building Resident
• Immediately evacuate the building by the nearest exit.
• Check the rooms on each side to determine if the occupants have heard the alarm.
• Move in an orderly fashion to the designated meeting location for your floor.
• Do not re-enter the building until appropriate emergency personnel have given you explicit permission to do so.

RA
• Contact Emergency Personnel by dialing 911 immediately upon reaching a safe location outside of the building.
• Contact the Residence Life Coordinator on call.
• Meet floor(s) at the pre-determined location to determine if all residents can be accounted for.
• Meet Residence Life Coordinator and building RAs at pre-determined location for further instructions and/or information.
• Assist with maintaining an unobstructed path for emergency personnel to access the residence hall.

Residence Life Coordinator
• Notify Director of RES as soon as you become aware of a building evacuation.
• Identify oneself to emergency personnel to provide any assistance requested.
• Meet building RAs at pre-determined location to disseminate additional information or instructions.
• Assist with maintaining an unobstructed path for emergency personnel to access the residence hall.