

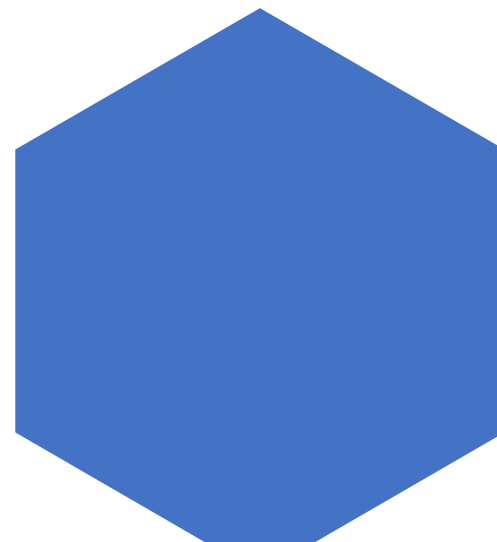
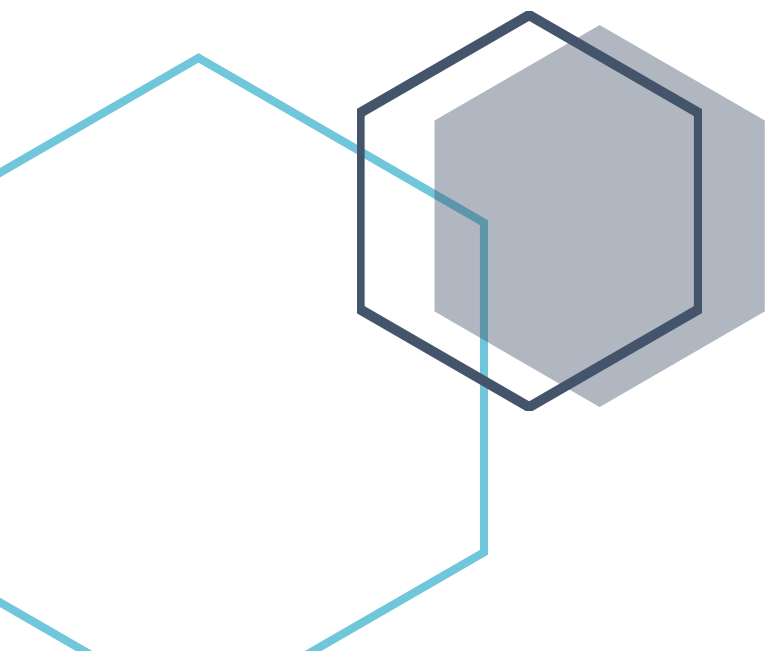


# Guide to Housing

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*presented by:  
Residential Education & Services*

*The ultimate guide to living on-campus  
at Oxford College of Emory University*



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# WELCOME!

On behalf of the Office of Residential Education and Services (RES), we are excited to welcome you to Oxford College!

Living on campus is one of the defining experiences in a student's college career. For many students, it is their first time to live away from home and to exercise their independence. This guide is designed to help you navigate on-campus living at Oxford College. In the following pages, you will find important dates, information, policies and more to help you and your peers have a memorable experience. Students who follow these guidelines often find their experience to be more enjoyable than those who fail to 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. If you have any questions about the information provided in this guide, feel free to let us know!

*RES policies are designed to be guidelines for comfortable residential living while at Oxford College. The RES policies work in conjunction with the Oxford College Code of Conduct and the Oxford College Housing Agreement. 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.*

# RESIDENTIAL EDUCATION & SERVICES

## Contact Information

RES' central office is in the Student Center. Our office is open Monday through Friday, from 9 am to 5 pm. Our phone number is 770-784-8383. You can also contact us at [RES@emory.edu](mailto:RES@emory.edu). The RES central office is closed on weekends and after 5pm during the week.

## Who We Are

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.

One core value that guides our work is "community." Community comes in different shapes and sizes. Each student belongs to several communities on campus. As a member of Oxford College, each of us has an impact, positive or negative, on our community. 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.

## Staff

RES consists of a Director, Assistant Director, Administrative Assistant, four live-in professional staff members called Residence Life Coordinators (RLCs), 33 student-staff members called Resident Assistants (RAs) and Hall Assistants. Our staff is always available to assist our students with a variety of needs.

- |   |                                     |
|---|-------------------------------------|
| ○ RES Central Office                                | RES@emory.edu                       |
| ○ Phillip Sullivan, <i>Director of RES</i>          | philip.alexander.sullivan@emory.edu |
| ○ Carlos Northern, <i>Assistant Director</i>        | carlos.northern@emory.edu           |
| ○ Brenna Valentine, <i>Administrative Assistant</i> | brenna.a.valentine@emory.edu        |

Each Residence Life Coordinator lives in the same residence hall complex in which they work. Their offices are located off the main lobby of each complex. (RLCs) supervise a team of Resident Assistants and serve as the residential complex manager. Feel free to stop by or email them about any concerns you may have!

- |  |  |
|--|--|
| ○ Claudia Zanjanchian, <i>Residence Life Coordinator, Murdy &amp; Elizer Halls</i> | <a href="mailto:claudia.s.zanjanchian@emory.edu">claudia.s.zanjanchian@emory.edu</a>   |
| ○ Aljen Bryant, <i>Residence Life Coordinator, Haygood Hall</i>                    | <a href="mailto:aljen.bryant@emory.edu">aljen.bryant@emory.edu</a>                     |
| ○ Kimberly Wright, <i>Residence Life Coordinator, Jolley Residential Center</i>    | <a href="mailto:kimberly.alicia.wright@emory.edu">kimberly.alicia.wright@emory.edu</a> |
| ○ Maia Paterno, <i>Residence Life Coordinator, Fleming Hall</i>                    | <a href="mailto:maia.paterno@emory.edu">maia.paterno@emory.edu</a>                     |
| ○ Saralita Matthews, <i>Residence Life Coordinator, Mods at West Village</i>       | <a href="mailto:saralita.matthews@emory.edu">saralita.matthews@emory.edu</a>           |

Resident Assistants (RAs) are students who work in RES. They serve as resources, build community by programming, address maintenance or behavioral concerns and help during emergency situations. RAs go through extensive training and are available to any student who might have a concern. You can find an RA in the hall office during duty every night. There are a total of 33 RAs living in the four communities on campus.

Hall Assistants are work-study students who directly assist the RLCs during the work day. They can answer your questions or direct you to someone who can. Hall Assistants can help residents check-out equipment (e.g. pots, pans, billiard sticks, etc.) for use. More information about checking out equipment is in "Resident Services" under "Items to Checkout."

## FERPA

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education record, including their academic and conduct records.

- Once a student enrolls in college, their student record cannot be released to any other person, including a parent or legal guardian, without the student's written consent.
- Certain extenuating circumstances are addressed in the law that allow the College to disclose these records without consent.

## Residence Halls

Our campus has four traditional-style residential communities spread across two areas, known as East Village and West Village. East Village is made up of Fleming, Murdy, and Elizer Halls. West Village is made up of the Mods, Haygood Hall and the Jolley Residential Complex.

- The Jolley Residential Center (JRC) sprawls along the north side of the Quad. Although the JRC is a co-ed complex, all floors are single gender. The JRC contains Bonnell, Dowman, Dickey and Stone halls, which are connected by lounges and study rooms.
- Murdy Hall and Elizer Hall combine to be our largest residential community with 350 residents. Murdy and Elizer contain single-gender and co-ed floors and gender-inclusive housing.
- Haygood Hall is the smallest residence community on campus, so there are plenty of opportunities to meet your neighbors. This co-ed building features single-gender floors.
- Fleming Hall sits opposite Elizer Hall and this co-ed building has single-gender wings.
- The Mods are two residential modular units with single rooms connected with a shared bathroom for two students to share.

## Programming

Throughout the year, the RES staff hosts programs designed to build community and to help our residents gain new experiences, learn outside the classroom, and have fun. Programs are designed to complement the development that occurs during the first two years of college. Residents are encouraged to participate in programs and their planning. Some examples of past programming include A Murder Mystery, Tea & Trigger Words, and Healthy Ways to De-Stress.

# READY TO ARRIVE

## Provided Items in Room

The following items are provided for each resident in their room. Residents may not remove these items from their room.

- Bed and mattress
- Desk and desk chair
- Dresser
- Closet space
- One shared sink
- Streaming cable service
- Wireless internet
- Air conditioning

Decisions about additional furniture are best made after roommates view the room and discuss possibilities. All residents of the room should decide which student will bring which items for the room.

## What Not to Bring: Prohibited Items

Certain items residents may take for granted at home can prove impractical or harmful in a group living community. Some items listed are specifically prohibited by law and/or Oxford College policy.

Students found with these and/or other prohibited items in their room will be asked to remove the item and may be subject to student disciplinary action. Items prohibited by law may be subject to immediate confiscation by Oxford College officials.

- Air conditioners, including window and portable units
- Animals other than Oxford College-approved service or emotional support animals
  - Pets are limited to small harmless fish. Aquariums can be no larger than 10 gallons.
- Any appliance with an exposed heating coil (toasters, toaster ovens, hot plates, etc. – any appliance with a heating element that residents can touch and/or see glowing when on).
  - Microwaves are provided in all communities and are not allowed in individual student rooms
- Bed lofts, homemade or pre-fabricated
  - Beds can be raised while some roommates choose to bunk their beds.
- Candles (lit or unlit), incense and open flame/open coil activated potpourri and wax warmer products such as “Scentsy”
  - Electric potpourri burners that are UL-listed are permitted, provided that a nuisance situation does not occur.
- Coil lighting
- Extension cords or multiple-plug converter
  - Only UL-listed surge protectors with a reset button are allowed in residential facilities
- Fireworks
- Full-size refrigerators
- Halogen lamps, multi-arm (flower lamps), and lava lamps
- Hover Boards
  - Due to a potential fire hazard, they are prohibited from being stored and/or charged inside any Oxford College residential facility
- Indoor and outdoor grills, such as “George Foreman grills” or charcoal grills
- Plug-in air fresheners
- Space heaters
- Waterbeds
- Weapons
  - This includes the 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. Storage of these items must be arranged at an off-campus location.
- Other items prohibited by law and/or Oxford College policy

# Appliances and Refrigerators

Electrical appliances are permitted in residence hall rooms if they meet the specifications outlined below.

**All appliances should be Energy Star rated and UL-approved. Appliances with automatic shutoff features are strongly encouraged and recommended.**

- One refrigerator per single or double room. It must not exceed 4 cubic feet. Triples are allowed two refrigerators.
- Fluorescent lamps should be used for supplemental lighting due to a decreased risk of fire and increased energy efficiency.
- Coffee makers, blenders, popcorn poppers and small hot pots with automatic shutoff are permitted.
- Televisions, stereos, DVD players, video game systems, iPods/MP3 players and desktop/laptop computers are allowed.
  - Printers are allowed but the wireless feature must be turned off.
- Clocks, personal fans, electric blankets, irons, electric razors and hair dryers are permitted.
- Electrical outlets in each room are limited. No more than two items may be plugged into a double electrical outlet.
- Surge-protected power strips must be UL-approved with circuit breakers.
- Rice cookers can be stored and used in community kitchens, not in individual student rooms.

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

## What to Bring

**Below is a list of the most popular items students bring to college. This list is not all-encompassing. We recommend that you communicate with your roommate(s) prior to move-in to decide who will bring the large items such as a TV and mini-refrigerator.**

- Bedding, such as sheets, blankets, pillows, etc.
- Laundry supplies, such as a bag or basket, detergent, etc.
- Bathroom products, such as bath towels, soaps, robe, etc.
- Personal products, such as hair products, deodorant, etc.
- Office supplies, such as pens, scissors, tape, etc.
- Eating utensils, such as plates, bowls, cups, etc.
- Cleaning supplies, such as cleaning wipes, air freshener, etc.
- First aid kit, bandages, aspirin, etc.
- Sewing kit, safety pins, etc.
- Small ironing board
- Paper towels
- Bike and bike lock
- Shower shoes
- Trash can
- Umbrella
- Small toolbox
- Sports equipment

Here's a few things we recommend you leave at home:

- Expensive clothing and jewelry
- Off-season clothes
- Large pieces of luggage

Students can also order items through the Residence Hall Linen program. More information about this program can be found [here](#).

## Storage Between Semesters

Residents may leave their belongings in their rooms between fall and spring semesters if they are returning to classes for the spring semester.

- There is no on-campus storage available during the year or the summer.
- Many students choose to rent off-campus storage spaces in the Oxford/Covington area and often share with friends.
- RES works to offer students a variety of summer storage options with more information available in April.

## Renters Insurance

Residents assume responsibility for having appropriate insurance to protect their personal property.

Residents are strongly encouraged to discuss the limits and coverage of insurance carried by their parents/guardians and consider the procurement of other coverage (e.g., rental insurance) as they deem appropriate.

## Responsibility for Damages and Injury

Students are responsible for any losses or damages that occur in their assigned rooms, regardless of whether the damage occurs while they are present, unless someone else claims responsibility.

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.

## Room Decorating

Residents are encouraged to personalize their rooms, while still following the guidelines below. All decorations must comply with RES' fire safety policies (stated on page 18) and cannot create any unsafe situation.

- No alterations (permanent or temporary) can be made to a room, furniture, fixtures or surfaces. No construction or alteration of any type may take place within a room. This includes painting the walls, door, or furniture.
- All furnishings must be free-standing and may not be affixed to walls or other permanent fixtures. Furnishings should not be used for any function other than their intended purpose. College equipment or furnishings may not be removed or disassembled. Students will be charged for replacement or repair costs.
- 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.
- Large pieces of material such as sheets, nets, or large pieces of material hung or draped from the ceilings or walls are considered a fire hazard and are prohibited. Other combustible decorations are prohibited.
- Decorations on walls must be placed approximately one foot below the ceiling.
- There are no RES-approved methods of hanging items on the wall. 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.
- Any decoration that inhibits egress or near a heating source (vent to allow heat into the room) is prohibited.
- Door decorations, such as dry erase/cork boards, posters, and those from an RA can be placed on the bedroom door. The above must be placed using only painter's blue tape. Only non-combustible materials can be placed on the door. Any item deemed inappropriate by RES will be removed.
- During holiday periods within the fall or spring semester, doors can be decorated with RES-approved materials (e.g. commercial door covers, posters, etc.). No more than half of the door can be covered. The material used must be non-combustible.
- Overhead or room lights may not be covered with any material.
- Black (or dark) overhead light bulbs are prohibited in student rooms.
- Neon lights are permitted within the residential facilities but may not be placed in windows or be seen from the exterior of the building.



- 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.
- 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.
- Empty 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.
- 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.
- Any decoration deemed unsafe by RES staff must be removed immediately by the student. Failure to remove the decoration will result in being processed through student conduct.

# RESIDENT SERVICES

## RA on Duty

Resident Assistants (RAs) are available nightly in residential complex offices to help residents and periodically walk through all residential facilities. RA on Duty office hours are provided below.

- Sunday to Thursday, 8 pm - Midnight
- Friday and Saturday, 8 pm - 1 am

## In Case of Emergency

A professional staff member is on-call 24 hours a day when classes are in session. The on-call staff member can be reached by contacting an RA **OR** through the Candler Student Center Desk. If a critical situation occurs during the regular business week (Monday through Friday, 9am-5pm), contact the RES Central Office. Students can also contact the Oxford College Campus Police in case of an emergency.

- Student Center Desk                      770-784-8888
- RES Central Office                        770-784-8383
- Oxford College Campus Police        404-727-6111

## Security

Residence halls are locked 24 hours a day. The Oxford College Campus Police are responsible for the general security of the campus, however residents also play a critical role in helping to maintain the safety and security of their campus.

- Students must carry their Emory ID and room key at all times.
- Students should not let anyone into the residence halls that they do not know.
- Anyone or anything that appears suspicious should be reported to Campus Police immediately.
- Blue light phones can be found around campus and connect directly to Campus Police.
- Students should always use caution when traveling on or around campus, especially after dark. Students can call Campus Police to request a police escort when traveling across campus should they ever feel unsafe.

## Maintenance Requests

**A maintenance request allows Facilities Maintenance staff to fix something in a resident's room, on the floor, or anywhere in the residence hall.**

- It can be something as simple as replacing a light bulb to fixing a leak in the restroom.
- Unless it is damage that was caused intentionally or unintentionally by playing games or activities, there is no cost to make the necessary repairs.
- Submit a maintenance request at any time, day or night, by completing an online request through the [RES Maintenance Form](#).
- By submitting a maintenance request, residents authorize Facilities Maintenance and RES staff to access their room to make repairs.
- Maintenance requests will typically be addressed within one week.
- Residents should immediately contact RES staff for assistance with emergency situations.

## Pest Control

Residents should submit a maintenance request through the [RES Maintenance Form](#) if they encounter an insect problem in a residential community.

- The College has contracted a company to regularly handle pest control on campus.
- All residence halls are sprayed regularly. Student rooms may be sprayed as needed.

## Sustainability

**Recycling stations are located on each floor of each building. Common area receptacles, including those in community bathrooms, should not be used to dispose of bedroom recycling.**

- Receptacles are typically cleared every day.
- Bulky items, such as cardboard boxes, should be broken down before placing inside or directly beside recycling bins.
- Containers holding fluids should be emptied down an appropriate drain before disposal.
- If a recycling bin is full, residents should utilize another appropriate bin to avoid overflow.

## Internet Access

**Comprehensive wireless networking is available in each residence hall.**

- For safety reasons, all residential computers must be registered with Oxford College Information Technology (OCIT) prior to connecting to the university network.
- Wireless routers and printers are prohibited in Oxford College residential facilities.
  - If a printer supports wireless communication and a wired connection, the printer is permitted only if the wireless communication is disabled.
- For more details, please visit [Oxford College Information Technology's website](#).

## Printing

**Printers are provided in each residence hall through EaglePrint, a campus-wide student printing service.**

- EaglePrint installers are necessary for this service. More information can be found on the [Information Technology website](#).
- Residents should report any concerns with EaglePrint devices to Oxford College's Information Technology office.

## Mail Services

**Gifts, mail, and packages may be delivered to Oxford College's Mail Services.**

- Each student is assigned a mailbox. Students can access their mailbox number through their MyHousing account.
- Packages should be sent directly to a student's assigned box through the United States Postal Service (USPS) and other certified mail couriers.
- Students receive an email that they have received a package and can pick it up at Mail Services during normal business hours.
- It is important that student mail is addressed clearly and accurately. Students are advised to follow the template below.

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

Visit Oxford College's [Mail Services website](#) for more information.

## Items to Checkout

Each residence hall offers various items for residents to borrow or “check-out.” These items are stored in the RA office and include various cooking utensils (such as pots, pans, and baking sheets), board games, pool table equipment, and more.

- Residents must provide their Emory ID in exchange for these items.
- Students can check out items any time there is someone in the RA office.

## Lost and found

Students can bring abandoned or found items to the RA office of each residence hall. Students can inquire about lost items at these offices or visit the Candler Hall Student Center front desk. Items found and brought to RA offices will be kept for 14 days and then donated if not claimed.

## Bathrooms

Each residential community features community-style bathrooms and at least one private bathroom. Bathrooms are considered community spaces and should be treated as such.

- Residents are expected to clean up after themselves. This includes flushing the toilet after every use.
- Residents should not store their personal belongings in bathrooms. Any abandoned items will be thrown out or donated.
- Any sanitary products should be discarded of in trash cans, not flushed in toilets.

## Laundry Rooms

Laundry rooms are in each residential community and are free. RES also partners with Tide University Laundry to offer a laundry service at an additional cost. Visit [Tide University Laundry](#) for more information.

- Residents should report missing items to their RLC.
- All unclaimed items left for 24 hours will be brought to the RA office. If items are not claimed after 14 days, they will be donated.
- Residents should report any mechanical difficulties to the phone number listed on the machine’s label.

## Kitchens

Each residential community features a kitchen for student use. Cooking is restricted to residence hall kitchens only.

- Microwaves are available in all kitchens for resident use. Please report any out-of-order microwaves to your RLC.
- Student can possess rice cookers but are restricted to using them in the residence hall kitchen, not in student rooms.
- Students must practice courtesy in the kitchens. This includes but is not limited to, cleaning up after themselves, promptly washing and returning cooking utensils to their proper place, and following all directions when preparing food.

## Vending Machines

Vending machines are available in all 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.

# COMMUNITY STANDARDS

## Living with Roommates

Living with a roommate is a defining experience in a student's college career. Students learn shared responsibility, conflict resolution, compromise, and flexibility. It is important to make the most of this experience. Here are a few tips on getting along positively with your roommate.

- Know your personal values and lifestyle. Be honest when sharing these with your roommate(s).
- Take time to complete the roommate agreement. This will allow you to set realistic expectations.
- Communicate at appropriate times when something is bothering you. Waiting too long to address your concerns can lead to yelling, resentment, and other uncomfortable situations.
- The key to living with others is learning how to compromise. Identify the big issues as well as those on which you can compromise. Flexibility is key. Each roommate cannot have his or her way on every issue.

If you are having difficulty discussing issues, ask your RA or RLC for assistance. The RES staff is trained to assist in these circumstances.

## Hall Visitation & Guest Policy

Visitation refers to the privilege of having guests in your room and your residential complex. 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 any given room and/or residential area, whether they are residential students, commuting students, or non-students of Oxford College. Information on our guest policy is below.**

- Any guest who is not enrolled at Oxford College must always be escorted in residential areas by their host/hostess.
- Residents will be held responsible for the conduct of their guests.
- Each residential complex has a standard 24-hour visitation policy. 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.
- Guests must abide by the rules and regulations of the College and residents will be held responsible for the conduct of their guests.

**Below is an overview of the Overnight Guest Registration process. All overnight guests must abide by this process. NOTE: Oxford College students do not need to register other Oxford students as guests.**

- All guests (defined as persons not currently enrolled at Oxford College) must register with the Candler Student Center Desk.
- Overnight guests are not permitted to stay on campus more than two consecutive nights in any given week (defined as Monday through Sunday), for a maximum of four days in a month.
- Guests must register as a guest at the Candler Hall Student Center front desk to receive a guest parking pass.
- Guests who refuse follow the College's policies will be required to immediately leave the residential facilities and may be refused access to the Oxford College campus.

**Please see your RLC with questions about the visitation or guest policies.**

## Quiet Hours

Prime sleep and study hours are designated as Quiet Hours. Quiet Hours are from 9:00 pm to 10:00 am (Sunday through Thursday) and from midnight to 10:00 am (Friday and Saturday).

- Mutual respect and consideration, referred to as Courtesy Hours, are in effect at all times in and around residential areas.

## Smoking

**Oxford College, as well as Emory University, is a tobacco-free campus. The use or sale of tobacco products in or on Emory-owned property, including Oxford College residential complex facilities, is prohibited. This policy applies to students and guests**

- Tobacco products include smokeless tobacco, cigarettes, clove cigarettes, e-cigarettes, chewing tobacco, dipping tobacco, and any actions pertaining to the consumption of tobacco.

## Pets & Animals

**Due to sanitation and safety concerns, animals are not allowed in the residence halls.**

- Only harmless tropical and domestic fish are permitted and must be kept in a 10-gallon (or less) aquarium, if all roommates agree.
- Residents are not permitted to keep animals as guests even for brief periods of time.
- If discovered, pets will be removed. Residents will be assessed a cleaning charge and are subject to disciplinary action.
- Feeding stray animals is prohibited.
- Service animals with completed, approved university documentation are permitted in all residential facilities. Students must coordinate this documentation with the [Office of Accessibility Services](#). More information is provided on page 24.

## Care for the Residence Halls

**Residence halls at Oxford College can house between 50 and 350 students. It is important that each resident cares for the hall and respects the other students that live there. Students should treat the residence halls as their homes.**

- Removal of common area furnishings (e.g., lounge furniture) or equipment from their proper location is a policy violation. Alterations are not to be made to the furniture or fixtures that are provided by the College.
- Students should not leave trash or personal items in hallways, damage the walls or furniture, or allow important maintenance issues to be ignored.
- Vandalism, damages, or theft in common areas may be charged to all residents based on their living location if responsible parties do not claim ownership.

## Vandalism

**Intentional damage will result in strong disciplinary action. Students witnessing vandalism should notify a RES staff member immediately. The College reserves the right to assess residents individually or collectively for damage to its buildings and furnishings.**

## Hall Decorating

**Residents are encouraged to personalize their hall with their RA, while still following the guidelines listed in “Room Decorating” and below.**

- Decorations must be approved by the RLC of the building. The RLC will determine how long decorations can remain on the walls.
- Decorations are only allowed on the walls of the hall. Floor decorations are prohibited. 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.
- If lights are used, they must be UL-approved and used in the manner for which designed.
- Extension cords are prohibited from being used as a part of hall decorations

## Space Reservations

Reservable spaces in residence halls are those that any Oxford College student, staff, or faculty member can reserve for college-approved events. Non-reservable space should not be used for events unless in conjunction with RES or with permission of complex's RLC.

- Reservable spaces in residence halls are the Murdy Hall Kitchen and the Murdy Hall Seminar Room. These spaces can be reserved through Oxford College's space reservation system, 25Live.
  - RES is not responsible for access to these spaces for events.
- Some common areas in the residence halls may be reserved at the discretion of the RLC.
- An email request for a reservation must be directed to the RLC that oversees that residence hall at least seven days in advance.

## Solicitation

Solicitation and door-to door sales, including efforts conducted by student organizations, are prohibited in residence halls.

- Solicitors and salespersons found in residential areas should be reported to a RES staff member or Campus Police immediately.
- Student organizations wishing to conduct fundraisers in residential areas must receive approval from the Director of RES.

## Bicycles and Other Transportation

The use of bicycles, scooters, skateboards, and other means of wheeled transportation is prohibited inside residence halls.

Many students bring bicycles to college. Oxford College does not require students to register their bicycles. Below is information regarding bicycle storage and safety.

- Bicycles may not be kept in the common areas of residence halls, such as hallways, porches, stairwells, etc.
- Bicycles may not be tethered to trees, sign posts, handicap ramps or railings around campus.
- 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 or on-campus. Bicycle rack space is limited and 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.
- Other transportation with combustion engines are not permitted inside residential facilities.

## Campus Parking

Some students choose to bring a car to college. Parking on campus is limited therefore parking permit applications are accepted on a first come first serve basis.

- All students must register for parking online before bringing their vehicle to campus and display a valid hang-tag while on campus.
- Vehicle registration as well as parking policies may be found online on the [Oxford College Parking & Transportation website](#)
- Motorcycles must be parked in designated parking spaces and not on sidewalks or on grass surfaces.
- For more information, contact the Oxford College Parking Office at 470-865-8689 weekdays between 9 AM and 5 PM or email [oxford.transportation@emory.edu](mailto:oxford.transportation@emory.edu)

# SAFETY INFORMATION

## Student Emergency

Emergencies, illnesses or accidents should be reported immediately to your RA or RLC. Transportation to Student Health Services is the responsibility of the individual student. In an emergency, an Emergency Medical Service ambulance can be contacted for transportation by calling 911 from a campus phone. Students are encouraged to reach out to their RA or RLC for support or resources in an emergency.

## Room Keys

Room keys are the property of Oxford College and are considered on loan to residents when they move into residence halls. Keys must be surrendered upon termination of residence.

- Keys may not be duplicated or loaned to other students and/or guests.
- 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 change is \$100.00.
- Installing auxiliary locks is prohibited. Tampering with an existing lock (including but not limited to, taping down the striking plate/latchbolt or leaving a room key in the core/lock) is also prohibited.
- Failure to return a key upon checking out of a space will result in an appropriate re-core charge to the student.

## Lockouts

Sometimes residents misplace their room key and cannot access their bedroom. When a lockout occurs, residents must retrieve a spare key to access their bedrooms.

- Students should go to the Student Center Front Desk in the event of a lockout.
- After five lockouts, a student will incur a \$100.00 lockout fee. This will be charged to their student account.

## Doors

Oxford students have ID access to all residence halls. By keeping all entrance doors locked and refusing entry to strangers, students can help keep themselves and their peers safe.

- Only designated entrance/exit doors are to be used.
- Doors must 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.
- Doors should always be locked when students leave their rooms or when asleep.

## 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 room search. Typically, College personnel will limit room entry to the following instances:

- To provide custodial and/or maintenance work.
- To conduct an inventory of College property.
- In personal emergencies or to respond to an indication of danger to life, health, or property.
- Administrative searches are 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.



- After the search, the student(s) are notified of the outcome and the names and titles of all persons conducting the search.
- Administrative searches are not done in conjunction with, under the direction of, or on behalf of the Oxford College Campus Police.
- Administrative searches are not generally conducted for criminal prosecution.
- If it is believed that possible criminal violations exist, either before or during a search, the Oxford College Campus Police will be contacted and a criminal search warrant may be obtained.

## Windows, Ledges, Screens and Roofs

- Dropping or throwing objects from windows is prohibited. Removing screens or windows is also prohibited.
- Students are not permitted on roofs, banisters, or on any other structure that is not designed for common traffic.
- Windows and doors should always be locked when students leave their rooms or when asleep.

## Emergency Planning

**In the event of a true emergency, you will want to be in contact with your family. A few minutes of advanced planning can save hours of worry in the event of a campus emergency. Take time to discuss these questions with your family.**

- In the event of an emergency, how will you contact one another?
- 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?

Sign up for [emergency notifications here](#).

## Imminent Weather

**In the event of inclement weather, Emory University will use components of the Emergency Notification System, including outdoor sirens; emergency text messages to enrolled students, faculty, and staff; and Emory email. An announcement will also be posted on Oxford College's home page.**

## Fire Safety

**Fire safety is the responsibility of all residence hall staff and students. All fire safety regulations are strictly enforced.**

- All occupants (students, staff and guests) 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 who fail to evacuate are subject to loss of visitation privileges.
- Building occupants must remain outside of the building until the RES staff gives an "all clear" signal.
- Intentionally misusing, damaging, or tampering with fire or other safety equipment, including covering or disabling a smoke detector or inappropriately discharging a fire extinguisher, is a violation of the Code of Conduct.
- Sprinkler heads should never be tampered with or used to hang items. Additional weight on sprinkler heads will cause them to burst and flood the area.
- 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 a residence hall room.
- All students are required to maintain their rooms in a manner that allows for safe and efficient evacuation in an emergency.

## Health and Safety Inspections

**Health and Safety Inspections (HSIs) are periodic inspections to ensure residents' safety and to address unsafe situations. HSIs are conducted at least once each semester and during scheduled University Breaks by RES staff.**

- Residents are notified of scheduled HSIs at least 48 hours in advance.
- Residents who do not comply with safety guidelines are expected to make necessary changes and/or improvements as instructed within 24-48 hours of the initial inspection.
- 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.

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

# HOUSING AGREEMENT

The Oxford College Housing Agreement can be accessed [HERE](#).

## Room Assignment Information

### Residency Requirements

Oxford College's philosophy is that all students benefit significantly from the opportunity to engage fully in the college community. This is best achieved by living on-campus.

- All unmarried, full-time students must live on campus unless they live with a parent/legal guardian within commuting distance of the campus and have been approved to commute.
- Part-time students are generally not able to live on campus unless otherwise approved by the Director of RES.
- Students under the age of 17 are not permitted to live on-campus without the written consent of their parents/guardians and the Director of RES.

### Commuter Status

Commuter status is an exception to our residency requirement and is granted on a case-by-case basis. Requests for Commuter status are only considered for students who will reside with a parent/legal guardian within the local area.

- Students must complete a housing application before requesting Commuter status, otherwise the Commuter status request will not be considered.
- Current enrolled students must submit their request by the end of the semester immediately preceding the term for which the request is made.
- New Oxford students must submit their request by August 1 for a fall semester enrollment.
- Mid-year requests are RARELY granted except with documentation of significant extenuating circumstances.
- Commuter status requests based on medical reasons must have information registered with the [Department of Accessibility Services](#).
- Commuter requests are not considered based on roommate dissatisfaction. The RES staff will work with the student to help develop a more positive living experience or consider other on-campus accommodations.

### Room Changes and Roommate Swaps

Room Changes and Roommate Swaps are the processes by which students can change their housing assignments.

- A room change/swap period will take place 3-4 weeks after each semester begins, depending on space availability.
- After this time, the student will need a valid reason and the approval of their Coordinator to obtain a room change.
- All students currently residing in residential housing are eligible to participate in the room change/swap process.
- More detailed information about the room change/swap process is available on the [RES website](#).

### Housing Application for New Students

Both new and returning Oxford students can apply for on-campus housing through their MyHousing account. (<https://myhousing.emory.edu>).

- Only after a student's deposit has been processed can he or she access their online housing application.
- Housing applications become available on April 1.
- The housing application deadline for new and incoming students is June 1.
- For more information on how to complete a housing application, contact RES at RES@emory.edu.

## Room Assignments for New Students

**Students are assigned to housing based on the date of a completed and received housing application.**

- Students are assigned in order of completed housing application and are placed at random based on their living preferences and available space.
- Housing assignments are posted to students' MyHousing accounts on July 1.
- Our residential communities have a limited number of single and triple rooms. First-year students aren't assigned single rooms except in certain cases of medical necessity approved through the [Department of Accessibility Services](#).

## Finding a Roommate for New Students

**Students can select their own roommate, search for a roommate, or be assigned a roommate.**

- RES suggests using the advanced search feature on your MyHousing account to assist students.
- For more information on the Roommate search option in your MyHousing account, please click [HERE](#).
- Roommate requests must be mutual. All roommates must request/accept each other.
- Students do not need to have a roommate request to receive housing.
- If a student does not match with a roommate, the system will match the student with a roommate based on their application preferences.

## Room Selection for Returning Students

**Returning students can choose their room and roommate for the upcoming year during the spring semester of each year.**

- Please click [HERE](#) for more information of the Room Selection Process.

## Medical Accommodations

**Oxford College is committed to making housing accessible for all students. RES has accessible rooms for students with accommodation needs.**

- RES does not renew accommodation needs.
- Students needing special accommodations based on a disability must register with the [Department of Accessibility Services](#).
- Accommodations are reviewed and approved, as appropriate, by the Office of Accessibility Services only.
- Students who are registered with the Office of Accessibility Services will be contacted individually via email regarding procedures for securing housing during the room selection process.

## Summer Housing

**Oxford College does not offer any classes during the summer. As such, RES does not offer summer housing to students.**

# Residence Hall Openings

## Opening and Check-In Procedures

Moving into a residence hall can be both fun and exhausting. We do our best to make the process easy to help students get settled as soon as possible. Fall Move-In takes place in August.

- A detailed list of move-in dates is available for residents [here](#).
- For more detailed information on Fall Move-In, visit the [RES website](#).

## Early Arrival

Early Arrival status is granted to students who must move into their on-campus housing assignments before their designated check-in dates.

- There is a daily fee for any student approved for early arrival. Once a request has been approved, this fee is posted to the student's account in advance of arrival to campus. No refunds are issued.
- The Early Arrival request form can be found on your [MyHousing account](#).
- 1<sup>st</sup> year students are not allowed to move in early. 2<sup>nd</sup> year students requesting Early Arrival status must submit a form no later than August 1st. Please contact RES with any questions.

# Residence Hall Closings & University Breaks

## Closing and Check-Out Procedures

To ensure student success with the check-out process, we provide the following information to all students.

- For a detailed information about all things check-out, please click [HERE](#).

## Abandoned Items

**Property left behind in a student's residence hall room after they move out will be considered abandoned and will become the property of the University.**

- This includes all personal possessions, furnishings, trash, and discarded items at the time students move out of their room.
- Students will be charged for the removal of any abandoned items from student's former room.

## University Breaks

Residence halls close for certain university breaks. More information about holiday break closures can be found [here](#).

- Fall Break: Oxford College remains open and active as normal.
  - Thanksgiving Break: Oxford College is closed.
  - Winter Break: Oxford College is closed.
  - Spring Break: Oxford College is closed.
- With approval, RES allows students to request to stay on-campus over Thanksgiving Break and Spring Break.
    - Students will receive information on how to request approval to stay for these breaks. Students must follow the instructions to be approved for break housing.
  - RES does not allow any student to stay on-campus during Winter Break. Students must locate other housing accommodations.
  - The RES calendar is posted an academic year in advance. Students are expected to make travel plans around the posted dates.
    - Depending on the reason, students may be approved to arrive prior to or depart later than the posted dates.

# CAMPUS PARTNER INFORMATION

## Campus Dining

All residential students are required to have a meal plan during their time at Oxford College.

- Visit the [Dining Services website](#) for meal plan options.
- Removing plates, cups, utensils, or items not intended for take-out at the Dining Hall is a violation of the Code of Conduct.

## Oxford College Campus Police

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 404.727.6111.
  - Dialing 911 from a cell phone will connect you to the county dispatcher.
- Oxford College Campus Police department is located at 402 Moore Street (past William's hall).
- Blue light phones are 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, hit the red "emergency" button to be connected to a Campus Police operator.

## 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.