

NOVA SOUTHEASTERN UNIVERSITY



RESIDENTIAL LIVING GUIDE

OFFICE OF RESIDENTIAL LIFE
AND HOUSING



2018-2019



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Important Campus Telephone Numbers

	Telephone (800) 541-6682+	
Davie Police/Emergency.....	911	ext. 9911
NSU Public Safety.....	(954) 262-8999	ext. 28999
Public Safety Training Unit.....	(954) 262-8981	ext. 28981
Academic Services.....	(954) 262-8350	ext. 28350
Admissions, Undergraduate.....	(954) 262-8000	ext. 28000
Alvin Sherman Library, Research, and Technology Center.....	(954) 262-4600	ext. 24600
Athletics.....	(954) 262-8250	ext. 28250
Bursars Office.....	(954) 262-5200	ext. 25200
Campus Bookstore.....	(800) 509-2665	
Campus Card Office.....	(954) 262-8929	ext. 28929
Campus Life.....	(954) 262-7288	ext. 27288
Career Development.....	(954) 262-7201	ext. 27201
Computer Help Desk.....	(954) 262-4357	ext. 24357
College of Humanities, Arts and Social Sciences.....	(954) 262-3000	ext. 23000
College of Psychology.....	(800) 541-6682	ext. 25700
Dining Services—Shark Dining.....	(954) 262-5300	ext. 25300
Financial Aid.....	(954) 262-3380	ext. 23380
Office of Experiential Education and First-Year Experience.....	(954) 262-8536	ext. 28536
Flight Deck (Student Union).....	(954) 262-7288	ext. 27288
Graduate Assistant for Counseling Services.....	(954) 262-8911	ext. 28911
H. Wayne Huizenga College of Business and Entrepreneurship.....	(954) 262-5000	ext. 25000
Halmos College of Natural Sciences and Oceanography.....	(954) 262-3600	ext. 23600
Health Professions Division.....	(954) 262-1000	ext. 21000
Henderson Student Counseling Center.....	(954) 424-6911 or (954) 262-7050	
HPD Medical Clinic.....	(954) 262-4100	ext. 24100
Mail Services, Goodwin.....	(954) 262-8875	ext. 28875
Mail Services, Commons.....	(954) 262-7019	ext. 27019
Microcomputer Lab, Main.....	(954) 262-4944	ext. 24944
Psychological Services Center.....	(954) 262-5730	ext. 25730
Recreation and Wellness.....	(954) 262-7301	ext. 27301
Registrar.....	(954) 262-7200	ext. 27200
Residential Life and Housing.....	(954) 262-7052	ext. 27052
Shepard Broad College of Law.....	(954) 262-6100	ext. 26100
Student Advising, Undergraduate.....	(954) 262-8000	ext. 28000
Office of the Dean of Student Affairs.....	(954) 262-7280	ext. 27280
Henderson Student Counseling Center.....	(954) 262-7050	ext. 27050
Student Disability Services.....	(954) 262-7189	ext. 27189
Student Health Center.....	(954) 262-1262	ext. 21262
Student Insurance.....	(954) 262-4055	ext. 24055
Student Media and Information.....	(954) 262-7270	ext. 27270
Student Leadership and Civic Engagement.....	(954) 262-7195	ext. 27195
The Current Newspaper.....	(954) 262-8455	ext. 28455
Title IX Investigator/Deputy Title IX Coordinator.....	(954) 262-7863	ext. 27683
WNSU Radio Station.....	(954) 262-8457	ext. 28457

Off-Campus

Poison Control.....	(800) 222-1222
Rape Hotline.....	(954) 761-7273
Comcast Cable.....	(954) 437-1920

NSU Residential Life and Housing is committed to “fostering **student success** and a university **community.**”



Welcome to the NSU Residence Halls!

Welcome to Nova Southeastern University's Residence Halls! The Office of Residential Life and Housing staff are a team of dedicated individuals working together to enhance your total educational experience by providing and facilitating an enjoyable on-campus living experience.

Living on campus is an integral part of your holistic education. The Office of Residential Life and Housing provides various housing services and various opportunities to participate in a variety of educational, cultural, social, and recreational programs.

This guide is designed to provide you with useful and important information about living on campus. It covers staffing, campus resources, and most importantly, policies from Residential Life and Housing, and University policy and procedures. Once again, welcome to Nova Southeastern University's Residence Halls. We are happy to have you call our halls your home!

Dr. Nancy Nkumsah
Director of Residential Life and Housing



Residence Life Staff

Our Housing and Residence Life staff has been carefully selected and trained to help you transition to living on campus. Please do not hesitate to contact your community staff members for assistance.

Area Coordinators (AC)

Our ACs supervise the student staff to help put our residence life programs into action. ACs have master's degrees and live in your community.

Assistant Area Coordinators (AAC)

AACs are NSU graduate students who live in your community. They help our ACs with community development.

Resident Assistants (RA)

RAs live in your community, answering your questions and helping you with day-to-day life, as well as planning fun and educational events. RAs also help enforce policies and university regulations.

Residential Life and Housing Overview

The main location of the Office of Residential Life and Housing is located on the first floor of the Commons. In addition to this location, the Office of Residential Life and Housing has offices located in Leo Goodwin Sr. Residence Hall and Rolling Hills for safety and security measures. All offices are staffed by full-time and part-time employees. It is through this office that the entire Residential Life and Housing is given direction and support to effectively operate our residential life and

housing program. This office performs many functions including: maintaining all records for student housing, reporting all maintenance problems to Physical Plant; organizing social, educational, and cultural programs, educational discipline, crisis intervention, and coordinating the development of community for residential students.

The main office for Residential Life and Housing in the Commons is open from 8:30 a.m. to 6:00 p.m., Monday through Friday. The security desks in the Commons, Leo Goodwin Sr. Residence, Rolling Hills Building A and Building C are staffed 24 hours a day, 7 days a week. When the office is closed, there are Resident Assistants (RAs) on duty Monday through Friday from 6:00 p.m. to 8:30 a.m. the next morning, and on the weekends from Friday 6:00 p.m. to Monday 8:30 a.m. Contact numbers for the RAs on duty are posted around the building and are also available from your RA.

The Office of Residential Life and Housing observes most major holidays and other special holidays as designated by Nova Southeastern University. On these dates, the Office of Residential Life and Housing will be closed during normal business hours. There will be no mail delivery on these dates. The RAs on duty or Public Safety should be contacted in the event of an emergency or problem.

Residence Halls

Leo Goodwin Sr. Residence Hall

The Leo Goodwin Sr. Residence Hall was opened in the 1992–1993 academic year. This state-of-the-art residence hall facility will house 400 students during the academic year.

*Leo Goodwin Sr. Residence Hall is the primary undergraduate facility for students with 0–30 credits.

The Commons

The Commons opened in the August of 2007. This state-of-the-art living learning community includes 501 student beds, classroom and meeting space, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common space.

Founders, Farquhar, and Vettel Halls

These apartment style residence hall facilities will house approximately 55–60 undergraduate residents each during the academic year.

Cultural Living Center

The Cultural Living Center (CLC) houses approximately 200 students year round in an apartment style community. Its unique balcony structure makes it a popular choice for undergraduate students.

Rolling Hills Residence Hall

The Rolling Hills Residence Hall opened in August 2008. The Residence Hall is approximately 1 mile west of the NSU Fort Lauderdale/Davie campus and houses approximately 373 students. It has unique resort-style private pool for the Rolling Hills community.

The Residential Experience

Living in university housing is one of the most notable experiences associated with being in college. While the primary function of NSU's residence halls is to provide students a place to sleep and study, the Residential Life and Housing staff is committed to making our halls genuine living/learning centers for today's students.

Your residence hall is your home, a place to relax and enjoy yourself in an atmosphere appropriate for studying. The Office of Residential Life and Housing encourages an integrated learning community for residential students that supports the student affairs mission to foster student success and a university community. The above mission and goals are met through the following:

Community Life

Living in the residence halls provides a unique opportunity to live with a diverse peer group. You, the resident, are the most influential factor in your community. As such, you, along with your floor mates, will create guidelines for community life. If conflicts do arise, speak with your other community members first. Your RA will mentor the floor and assist in the facilitation of community guidelines when needed. Your RA will also come by to check in and see how things are going. In addition, the Residential Life and Housing staff provides quality social and educational programming in areas such as diversity awareness, community service, faculty interaction, academic support and social interaction.



The programs give you an opportunity to meet others, learn outside of the classroom, and relax with your peers. Residential programming funds are also available to any resident to hold a social or educational program for the residential community.

Residential Mediation

For many of you, this is the first time you will have a roommate. You and your roommate will create a roommate agreement. If conflict or communication concerns arise, we offer professional mediation and conflict coaching services. You and your roommate are individuals, with particular interests, goals, likes, and dislikes. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your RA. Your RA is trained and experienced in dealing with these problems and should be able to assist you with developing a good roommate relationship. Your RA can also schedule an appointment to go through mediation if conflict continues. Remember, you are also your roommate's roommate. For mediation, please contact the Graduate Assistant for Mediation at studentmediation@nova.edu or ext. 27256.

Educational Disciplinary Process

It is the University's philosophy that students are responsible adults. You are responsible for knowing and maintaining university rules and policies. The university staff is responsible for enforcing regulations in order to maintain an environment that is safe and conducive to study, but it is to your advantage to avoid problems before they begin. An attitude of "How does what I'm doing affect others?" will build a community of residents who regulate themselves, therefore, ensuring that everyone's rights are protected. If policies are violated, students will go through an educational disciplinary system. More information is available at nova.edu/studentconduct.

Counseling Services

College students are in a transitional period in their lives and dealing with many things, such as relationship issues and stress. The Graduate Assistant for Student Counseling is a counselor who has an office in Leo Goodwin Sr. Residence Hall and offers office hours to residential students. Henderson Student Counseling Center, (954) 424-6911 or (954) 262-7050, located at University Park Plaza off University Drive, is also free of charge to students and offers excellent services to the student population.

Safety and Security

Safety and security of the residential population is our primary concern. The staff provides an on-call duty system as well as collaborating with Public Safety, (954)262-8999, and Davie Police Officers, (954)693-8200, assigned to the NSU campus. All residents and staff are required use their NSU Shark Cards to gain access to the parking lots and buildings. In Goodwin Hall, the Commons and Rolling Hills Building A and C, students are required to sign in their guests and show their Shark Card upon entering the building at 24 hours a day. All residents are required to carry their NSU SharkCard and use them to enter the building. All halls are equipped with security cameras and students need to play their part to assist us with creating a safe environment. You, the resident, are our security assistant: please do not prop doors, leave your doors unlocked, or bring guests you do not know well into the halls. Please make sure to report any suspicious behavior or concerns to a Residential Life and Housing or Public Safety staff member immediately.



Living with a Roommate

Living with another person has so much potential for personal growth. Most people enjoy the company of others, and a roommate can be one with whom you share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems. Moving away from home, where you may have had your own room and bathroom, and into a room that you now share with someone else may require adjustment for both you and your roommate. Experience shows that those roommates who get along well usually work at getting along well. It is not necessary to share every aspect of college life together. Whether or not you develop a lifelong friendship with your roommate, learning to accept each other's differences without infringing on one another's rights can be a valuable part of your education.

Remember, developing a good relationship is a process. It does not take place overnight; it takes time and effort. Here are a few hints to help you become a good roommate:

Communicate

Sit down and talk about habits, preferences, moods, and values at the beginning of the semester. Even if you room with your "best friend," you may be surprised to find out some things you did not know about him/

her. If conflicts arise, such as one roommate studying late or another playing the stereo too loud, do not let your frustration build. Talk about your concerns in order to come to a mutual understanding. Although it may be awkward at first to talk about these issues, you may prevent hurt feelings later by laying ground rules early. Asking and discussing these issues first, before proceeding with an action, can result in greater trust and respect.

Establish Rules

Roommates need to discuss the following areas to gain an understanding of each other and learn to compromise. Please make sure you complete a roommate agreement together early on. Your RA can assist with this process:

Use of each other's belongings:

- What items of yours are OK for me to borrow or use?
- Which are strictly off-limits?

Sleeping habits:

- Are you a heavy or light sleeper?
- Do you snore?
- What time do you go to sleep?
- What time do you get up?

Room cleaning:

- How neat and clean do you want the room?
- How do we decide who cleans what and when?

Telephone:

- How late can someone call?
- How do we leave messages for each other?

Smoking:

- NSU is smoke free, no smoking is allowed in any residence hall room.

Entertaining guests:

- What about guests dropping by?
- How often?
- How late should they stay?
- How about weekend visitors?
- Are we okay with having guest stay the night? (Keep in mind the guest policy only allows for a guest to stay three nights in a 30 day period and only if your roommate approves.)

Studying:

- How much do you study?
- When and where do you study?
- How quiet does the room have to be while you study?

Music:

- What kinds of music do you like?
- How loud?
- Will you use headphones?

Room Temperature:

- How hot or cold do you like the room?

Room Decoration/Arrangement:

- How will we decorate/arrange the room?

Food:

- What about food in the room?
- Do we share?

Roommate Tips for Success

- Be willing to compromise.
Set the tone to solve a problem, not complain about it.
- Be assertive. Stand up for yourself.
- Ask your RA or the conflict coaches for suggestions when there is a concern.
RAs are trained to help mediate conflicts.

You and your roommate are individuals, with particular interests, goals, likes, and dislikes. You may not choose to share every aspect of college life with him/her. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your RA. Your RA is trained and experienced in dealing with these problems and should be able to assist you with developing a good roommate relationship. You can also contact the Office of Mediation Services for a one-on-one conflict coaching appointment. Your RA can also schedule an appointment for you to go through roommate mediation if conflict continues after it has been appropriately addressed. Remember, you owe your roommate the courtesy of speaking with him/her first. In any roommate situation, you should treat him/her with respect, consideration, and openness.

All roommates are required to go through the mediation process before a room change will be allowed. For more information on how to handle roommate conflicts, please visit the Residential Mediation Program website at nova.edu/studentmediation.



Services

Abandoned Property

If a student leaves any belongings behind upon check out, these object will be assumed to be abandoned and will be discarded. This policy is in effect if a student is removed from or leaves housing willingly, regardless of whether or not he/she has checked out. If a student leaves a large amount of property in student's/the room, every effort will be made to contact the student with the information on file with Residential Life and Housing. If the student does not claim the property with 48 hours of attempt to contact, the belongings will be discarded. The student will be responsible for all associated removal and disposal costs. The university may discard items in storage at any time.

Cable TV

The University provides basic cable TV service. Comcast is our carrier. If you have any problems with your cable service please contact your Area Coordinator via e-mail and they will make sure to contact Comcast on the behalf of Nova Southeastern University.

Check-in and Check-out

You are responsible for following all check-in and check-out procedures. All check-out materials will be provided to you prior to closing. Be aware of appropriate dates and times, as extensions will not be given. Please consult your community office if you have any questions or concerns.

Consolidation Process

The Office of Residential Life and Housing reserves the right to consolidate students who do not have roommates. If a resident has a vacancy in his or her (single double, double, triple, or quad) room, he or she must choose one of the following options:

1. Stay in the room and find someone who is also alone to move into the vacancy.
2. Move into another residence hall space with someone of your choosing who has a vacancy in his or her room.
3. Stay in the room and buyout the current room.
4. Have another student assigned to the room by the Office of Residential Life and Housing.

The resident must not discourage students seeking a room change from moving into the vacancy. If the resident fails to participate in the consolidation process, the residents will be subject to judicial action and the student account will be put on hold for failing to

comply with the consolidation process. The room charge will be changed and prorated at a daily rate according to the date of the room change.

Dining Hall Usage

All students residing in Leo Goodwin Residence Hall and the Commons are required to participate in the \$1495 declining balance per semester offered by Shark Dining. Students living in Rolling Hills, Founders, Farquhar, Vettel, and the Cultural Living Center are required to participate in the \$205 declining balance per semester offered by Shark Dining. Funds available at the end of the Fall semester will roll over to the Winter semester and all funds will be suspended after May 12, 2018. In addition all residents with a required declining balance may add money to their Shark Card.

Students must exhibit appropriate behavior in dining areas at all times. No meals can be purchased without your Shark Card and no other person is allowed to use another student's Shark Card.

Please note that the mandatory declining balance plan can only be prorated up to the third week of the undergraduate academic calendar in the Fall and in the Winter. All mandatory declining balances will be considered active unless and until the Office of Residential Life and Housing and Office of Business Services grant a written release.

Holidays and Housing

All residence halls are open over all holidays and academic breaks. No overnight guests are allowed during spring break or winter break for more than a three day period.

Housing Contract, Payments and Refund Policy

Nova Southeastern University requires all undergraduate students with 0–48 credit hours to live on campus unless one or more of the following criteria applies:

1. You are married or in a domestic partnership;
2. You reside with your immediate family (mother, father, or legal guardian) within the tri-county area (Broward, Miami-Dade, and Palm Beach).
3. You are a veteran or active United States military personnel.

If you meet one of the criteria, and choose on-campus housing, you must honor the entire term of the contract. If you are over the age of 25 or married you have the option to move into the apartments or live off-campus.

Undergraduate students who wish to reside on-campus during the summer term are required to submit a summer housing contract and move into the halls designated for the summer. Students are responsible for paying their housing fees online through their WebStar account or at One-Stop-Shop in the Horvitz Administration Building prior to occupying their room in the residence halls. Students are responsible for making payments for any amount not covered by a financial award. Housing payments must be made as required by the housing agreement. A failure to make appropriate payments will be considered by the Office of Residential Life and Housing a breach of agreement and shall, at the University's option, expel the student resident from the University Residence Hall.

If a student is either not registered or enrolled during any part of the academic year or has failed to timely make any payment to Nova Southeastern University, the student will be removed from housing and will be obligated to pay all housing fees due and owing through the date of removal. Failure to check out properly will result in a \$100 improper checkout charge. If a student chooses to

leave the residence halls during the course of the year, prior to the termination of the Residence Hall Housing Contract, the student is still financially responsible for the entire academic year and forfeits all housing fees and deposits. Exceptions to this policy may be granted only by the Director of Residential Life and Housing, pending the demonstration of extenuating circumstances.

Housing Release Process

Buyout of Agreement

In order to be eligible for a Residence Hall Contract Buyout, the resident must submit a written request and fill out an online Contract Release Request Form to the Office of Residential Life and Housing and not be in breach of any of the provisions of this Contract or related Nova Southeastern University policies. A resident will be assessed 50% of the remaining contract balance and all accrued charges based on the day of official checkout of the room. In the event that a Residence Hall Contract Buyout occurs the resident:

1. Shall promptly and properly complete the checkout process;
2. Shall vacate the premises no later than 24 hours after anticipated checkout date;
3. Shall pay all amounts due and owing. Failure to check out properly, as defined in the Residential Living Guide, will result in a \$100 improper check out. Failure to follow proper procedures in the event of a buyout of the Contract will result in the imposition of a cancellation fee.

All housing contracts will be considered active until the Office of Residential Life and Housing grants a written release.

Cancellation of Agreement

The Residence Hall Contract will be cancelled during the academic year for the following reasons only: [resident graduates from Nova Southeastern University](#), [leaves for a required academic internship](#), [withdraws from NSU](#) or [is suspended, dismissed, or expelled for academic or disciplinary reasons](#).

The resident must comply with Nova Southeastern University cancellation rules. In the event that one of the above cancellation criteria is met, the resident:

- Shall inform the Office of Residence Life and Housing within 24 hours of the occurrence in writing;
- Shall promptly and properly complete the checkout process;
- Shall vacate the premises no later than 24 hours after notification;
- Shall pay all amounts due and owing

There will be no housing refunds after the start of the tenth week of the academic term. If a resident exhibits inappropriate behavior according to Nova Southeastern University standards that constitutes a detriment to orderly community living, or otherwise affects the health, safety or welfare of other students, the Director of Residential Life and Housing and/or her/his designee may change the room assignment or cancel this Residence Hall Contract immediately without refund.

Nova Southeastern University reserves the right, in its sole discretion, to determine that past behavior is such that cancellation of the Residence Hall Contract would best serve the interests of Nova Southeastern University, the resident, and/or other residents. If a student is either not registered or enrolled during any part of the academic year or has failed to timely make any payment to Nova Southeastern University, the student will be removed from housing and will be obligated to pay all housing fees due and owing through the date of removal. Failure to check out properly, as defined above, will result in a \$100 assessment. Failure to timely

follow proper procedures in the event of a cancellation of the Contract may result in the imposition of a \$500 cancellation fee.

Cancellation Fees

If a student has paid a housing deposit and decides not to enroll at Nova Southeastern University, the student will incur a cancellation fee based on the date of cancellation:

Fall Semester

Cancellations between:

January 1st and May 31st.....	\$200
June 1st and June 30th	\$300
July 1st and check-in day	\$500

Winter Semester

Cancellations between:

September 1st and October 31st.....	\$200
November 1st and November 30th...	\$300
December 1st and check-in day.....	\$500

Summer Semester

Cancellations between

January 1st and February 28th	\$200
March 1st and March 31st	\$300
April 1st and check-in day	\$500



LaundryView

LaundryView is an Internet application that allows you to monitor the status of washers and dryers in laundry rooms through a Web browser. LaundryView was developed in response to requests for greater control over laundry activities. Since many people tend to do their laundry in the afternoon and evening, it results in frequently busy periods in the laundry rooms.

LaundryView's mission is to help you save time by providing information about the current state of laundry room equipment wherever you have access to a browser or e-mail messages. Residents can access the washing machines and dryers online in each residence hall through *laundryview.com*.

Mail Service

Each on-campus resident is REQUIRED to have a mailbox in either Leo Goodwin Residence Hall, the Commons, or Rolling Hills Building A. Mail is placed in student mailboxes Monday–Friday. If you receive special mail or packages, a notification slip will be placed in your mailbox. You will need to bring this slip and identification to the following mail room depending upon the hall you live in to obtain your package:

- Leo Goodwin Sr. Hall Mail Center for Leo Goodwin Sr. Residence Hall, Founders, Farquhar, Vettel, and Cultural Living Center residents
- Commons Mail Center for Commons Residents
- Rolling Hills Mail Center in Building A, Room 130 for all Rolling Hills residents

Packages will only be distributed between 9:00 a.m.–12:00 p.m. and 1:00 p.m.–5:00 p.m., Monday–Friday. In order to check mail, students living the Cultural Living Center, Founders, Farquhar, and Vettel Residence Halls will need to show identification to the desk staff in Leo Goodwin Sr. Residence Hall. Students who live in the Commons will receive their mail at the Mail Center in the Commons only.

Mail is not delivered on Saturdays, major holidays and other special holidays. Once a student checks out of the residence halls, mail will be forwarded for one year. Students are responsible for contacting the appropriate people and agencies with their address change.

Failure to return the mail key and complete the appropriate mail-forwarding card will result in you being charged with a \$75 improper check out and a lock replacement fee. It is policy of both Residential Life and Mail Services NOT to accept any incoming mail or packages with a Cash On Delivery (C.O.D.) status. Please contact the United States Post Office at 1(800) ASK-USPS for other C.O.D. receiving options.

Married, Domestic Partnership, and Family Housing

Married and/or domestic partnership housing is available and the student must provide a copy of the marriage certificate or domestic partnership certificate along with the application for housing. Family housing is not available at this time in the residence halls at Nova Southeastern University.

Right to Refuse to Enter Agreement

The University reserves the right to refuse to enter into any contract for residence hall accommodations with any student.

Renter's Insurance

Students may wish to purchase Renter's Insurance, since the University is not responsible for loss or damage to your personal items. Insurance Coverage should be arranged before you move into your room. Renter's Insurance is available from most major insurance companies. In most cases, students are not covered under their parent's homeowner's policy unless a special rider is arranged. The University is also not responsible for property damage caused by natural disasters, such as hurricanes, or from facilities-related issues, such as A/C leaks or appliance outage. More information on

purchasing Renter's Insurance information can be found at the Office of Residential Life and Housing.

Room Assignments

Assignment of a space in the residence halls shall be contingent upon final admission to Nova Southeastern University, receipt of the properly completed Residence Hall Contract, payment of the \$500 housing deposit, proof of insurance or request for NSU Student Health Plan activation, and proof of immunization. Assignments will be based upon credits and availability in each hall. Nova Southeastern University is an equal opportunity institution. Roommate assignments will be made without regard to ethnic origins, race, religion, or physical limitation. ONLY assigned students may occupy residential space.

Space may not be sublet or grant extended access to other persons. Space assignments may be changed by the Director of Residential Life and Housing, or designee, in the interest of order, health, disciplines, or best use of the facilities, solely at the discretion of the Director of Residential Life and Housing or designee.

Room Changes

At the beginning of each Fall, Winter, and Summer semester, there is a two week freeze on room changes. Additionally, within the first week of the academic semester, roommates will complete a roommate contract with the help of their RA.

After the freeze period ends, please see your RA if there is a roommate conflict.

Residents who move without adhering to the following process may incur additional fees to the student's bursar account. All residents must follow the room change process when seeking a room change:

- Prior to seeking a room change, the resident should meet with the/resident's Resident Assistant (RA) who may be able to provide assistance with a difficult room/suitemate experience.

- The RA will review the roommate contract. This form presents seven of the most common issues that roommates are likely to encounter with one another and provides an opportunity to address the issues pro-actively rather than confronting the issues after they have occurred.
- After meeting with the residents, the RA will file an incident report within 24 hours and contact the Area Coordinator (AC) to give an update of the situation.
- The AC will contact the residents within 24–48 hours to discuss the situation. The AC will determine if a mediation session will offer a beneficial resolution.
- If a mediation session is to be scheduled, the GA for Mediation will contact the residents within 24–48 hours to schedule a day and time for the mediation session.
- As a result of the mediation dialogue, the residents may agree to stay in the room and create a new roommate contract. If the residents decide to move to another room, they must work with the AC in a timely manner to fill out a “Room Change Form.”
- The AC may also be able to recommend a swap between residents in the same area if there is a mutual request between the residents.
- If the AC has approved a room change, residents are given 48 hours to move to the new room, check out with their RA, and properly check in with their new RA. If the resident fails to follow the room change procedures he/she will be fined a \$100 improper room change fee.
- If a resident fails to check out with the RA after they have moved to the new

room, residents will be charged \$100 for improper checkout and \$75 for a lock change.

- Sometimes, a room change may involve a difference in room rate. The Manager of Student Housing Assignments will inform residents of any rate increases/decreases during the room change process.
- The AC coordinating the room change will follow up with the residents a week after they have moved to insure a successful transition.

Unauthorized room changes will result in disciplinary action and a \$100 improper check out fee.

Storage

There is no space available for student storage in the residential area. Students cannot use common areas, janitorial closets, outdoor stairwells, or electrical closets for the storage of any personal property. Nova Southeastern University shall not be responsible for any loss resulting from the disposal of any property found in these areas.

Student Contact

The Office of Residential Life and Housing will use hall communication systems to get information to the residential student population. Students are given access to utilize the residence hall mail system, Shark Link, Residential Management System (RMS) and a NSU email account and are responsible for information distributed through these means.

Use of Room Space

If a resident resides in a room alone, the Office of Residential Life and Housing may move a student into the vacancy at any time.

- In some instances, the student may not be notified in advance if the situation warrants an immediate move. This type of situation is unusual, but does occur.
- The room must be maintained at all times in a manner that would make it possible for another student to feel comfortable moving in.
- All original University property must be present in the room (i.e. beds, dressers, desks, etc.).
- Closet, bed, desk, and dresser space must remain available.
- Any resident who is in a single double, double, triple and quad occupancy room must be prepared to receive a roommate at any time. This means keeping your belongings in only one portion of the room so that the new roommate has space for his or her possessions and will feel welcome. Inappropriate use of vacant space will be addressed by residential life and housing staff members and may be addressed through the judicial process.

Vending Machines

Vending machines are located in all residence halls. Please take care of these machines and report any vandalism to break-ins immediately to Public Safety. Refunds for money lost in the residence hall vending machines can be reported to Business Services. Machine malfunctions should also be reported to Business Services in a timely manner and refunds of lost money will be reimbursed by the Director of Business Services.



Wireless Internet

NSU Wings is the wireless internet portal (<https://wireless.nova.edu>) designed to help students easily register their wireless devices. Students may register up to 5 devices using their mac address.



Facilities

Air Conditioning

In order to assist with the regulation of the air conditioning units, students in all residence halls must keep their windows closed. Air conditioning temperatures in every hall is preset to university standards and tampering with air conditioning units and or opening your window will result in a minimum of a \$100 fine and disciplinary action.

Care of Rooms and Facilities

It is expected that all residents maintain reasonable standards of cleanliness in their rooms, and that rooms will be kept clear of trash and waste. Resident-caused conditions that contribute to substandard health and safety of the residents and that require recurring maintenance attention may subject the student to disciplinary action. For your safety and the general good of the community, NSU Staff reserves the right to enter the room you are occupying at any time for any reason.

Each resident is responsible for the University property and furnishings in the assigned space. This includes the room or apartment door/room number tag. Changing room number tags is an alteration of the room or apartment and is a policy violation. Alterations of the physical structure or property of the residence halls by students is not permitted without the written authorization of the Office of Residential Life and Housing. This includes lofts or any other wooden structures.

Lofts, even if freestanding, are not allowed. If constructed without permission they will have to be immediately disassembled and discarded at the cost of the residents. Objects may not be placed on windowsills or ledges. Students who violate this policy will be fined \$25 per occurrence.

The care of the individually assigned rooms in the halls shall be the responsibility of each occupant. Upon initial occupancy of an assigned space, each resident shall review and sign a room assessment form attesting to the condition of the room and its furnishings. When a resident checks out of a room, the room will be inspected for damage. Damage done to an individual room will result in an assessment to the individual room occupant or both room occupants jointly and/or separately. Damage to a common area or the building as a result of the action of residents will result in an assessment to all residents responsible. If the responsible individual(s) cannot be determined, the entire building community may share the cost of the damage to the wing, the floor, or the entire building.

Common Area/Lounge/ Outdoor Furniture and Equipment

Lounges, study rooms, reception lobbies, and other common areas are provided for the comfort and convenience for all students. Furnishings in outside and inside common areas may not be removed from those areas. Students, who take these items to their rooms or elsewhere, on or off campus, are subject to a \$100.00 fine in addition to disciplinary action. Charges for loss or damages not able to be assessed to a particular individual will be charged against the wing, floor or building where the loss or damage occurred.

Custodial, Pest Control, and Maintenance Services

Physical Plant is responsible for the proper maintenance and appearance of the residence hall public areas, such as lounges, halls, common area bathrooms, and stairwells.

After a resident checks out of his or her room, housekeeping services will clean the vacant apartment or vacant bedroom/bathroom. Residence Halls are sprayed on a quarterly basis. Keep in mind that most insect problems result from careless handling of food. Keep your room and kitchen area clean. Be certain to keep food wrapped tightly and stored in sealed containers. If your room requires maintenance attention, please contact your RA. Your RA will then contact physical plant and report your request. For maintenance emergencies after office hours, please contact the RA on duty.

Damage Fees and Charges

Students who are identified as being responsible for damages to residence hall furnishings, structures, or equipment will be charged the appropriate labor, material, and administrative costs necessary to reimburse the Office of Residential Life and Housing for the expenses involved. Damage to a common area as a result of the action of students shall result in a recovery assessment to all students responsible. Below is a listing of costs for various damages.

These charges, however, may vary due to unforeseeable changes in the price of materials and labor.

Charges

Interior room key	\$75
Exterior room key (Suite/Quad).....	\$300–\$375
Mail room key.....	\$75

Other Charges

Additional cleaning charges	\$100
Improper checkout	\$100
Lockout outs (each time after the fourth occurrence)	\$15
False fire alarm	\$275
Tampering with AC unit/ opening windows	\$100
Room blinds	\$100
Painting/patching (per wall)	\$200
Missing screen	\$50
Mattress	\$120
Unauthorized pets (per occurrence)	\$100
Unauthorized room change (per occurrence)	\$100
Trash (per bag)	\$25
Vandalism.....	Labor/ materials

**Charges are subject to change.*

Please see your building Area Coordinator for more information.

Decoration

Residence Hall Rooms/Apartments

While there is opportunity for students to express individuality in decorating their rooms, the following guidelines are to be used:

- Combustible materials are prohibited such as: straw, hay, palm fronds, vines, branches, etc.
- The use of nails, screws, or adhesive substances such as contact paper, glue, double sided tape, or decals on walls, ceilings, floors, doors, or furnishings results in damage to existing surfaces and is therefore prohibited.

Only 3M ScotchBlue™ Painter's Tape is allowed on walls and must be removed when the resident vacates the room.

- No alteration of electrical fixtures or plumbing fixtures, including shower heads and bidet units, are permitted.
- Residents are not permitted to paint the apartment woodwork, walls or ceiling without the approval of the Office of Residential Life and Housing.
- No refinishing of the furniture, painting or papering of the room is permitted.
- Use or installation of wood paneling and/or tiles is prohibited.
- The vertical blinds are not to be removed from any window.
- Screens are not to be removed from any windows.
- The hanging bookshelves in CLC are not to be removed from the wall.
- Residents are not to remove University furniture from their apartments. The Residential Life and Housing staff conducts periodic inventories of University property.
- Only Underwriters Laboratories (UL) approved mini-lights are permitted and all lighting sets must have this label. All lights must be unplugged when residents retire for the evening or leave the room. Exterior lighting is not permitted.
- Live Christmas trees are not permitted in the residence halls.
- Only UL approved extension cords are allowed for use within the residence halls.
- Halogen lamps are not allowed in the residence halls.
- No open coil cooking equipment is permitted (except for stoves in apartments).
- Flags, posters, or any other materials may not be displayed in the windows or in the room in such a way that they are visible out the window or through the room.
- The Director of Residential Life and Housing must approve any exception to these policies in writing.

Public Areas

All regulations pertaining to room decorations must also be followed in public areas.

For the Commons community and hallway space, all decorations and or painting must be approved in writing by the Director of Residential Life and Housing.

Defacement, Littering, and Community Damage

Residents are expected to keep their residence hall and the outside grounds clean. Defacing, littering, or damaging the property of the University is prohibited. The student or students responsible may be required to pay in full for the damage caused. In times of repeat damage, littering, or defacement that cannot be traced to a responsible party, community billing may be assessed to all members of the wing, area, hall, or building. If a student is caught littering, inside or outside the halls, he or she will be charged a fine of \$100 per occurrence and may receive a judicial sanction from the Office of Residential Life and Housing.

Trash dumpsters and chutes are provided at the end of each hallway in all halls for student trash. If a student dumps his or her room trash in the trash cans designated for public usage (e.g., the laundry room, lounges, outside trash containers), he or she will be charged \$100 per occurrence and may receive a judicial sanction from the Office of Residential Life and Housing.

Laundry Facilities

Laundry rooms are located in each residence hall. The cost to wash or dry is FREE. Machine malfunctions should be reported to your RA or the Office of Residential Life and Housing in a timely manner.

Locks and Keys

All locks and keys are the property of Nova Southeastern University and are not to be repaired, altered, changed, or duplicated except by University Public Safety personnel, at the request of the Office of Residential Life and Housing. Duplication of keys is prohibited. Adding or altering locks is prohibited. Once a student checks into the residence halls and receives her/his keys, s/he is responsible for them. If a student's key is lost or stolen, or if for any other reason a student wishes to have her/his lock changed, she/he will be responsible for the cost of re-keying the room.

The cost to re-key a door is \$75. The cost to replace a lost mailbox key and exterior door key is \$75 each. If a key is lost please notify the RA immediately. If a student is accidentally locked out of her/his room/apartment, contact the floor RA or the RA on duty. There will be a \$15 fine for lockouts beginning with the fifth and each consecutive lockout.

The exterior doors to all building will be locked at all times. Night security is in place after 11:00 p.m. in Leo Goodwin Sr. Hall, the Commons, and Rolling Hills Building A and C. The buildings remain secure and staffed 24 hours a day, 7 days a week and require the scanning your NSU Shark Card. There will be a \$25 fine for residents who do not show their Shark Card beginning with the third occurrence.

Physical Facilities

Physical Plant, in conjunction with the Office of Residential Life and Housing, has responsibility for the basic operation and maintenance of the physical facilities in the residence halls. For this reason, only those persons authorized by the Office of Residential Life and Housing and/or Physical

Plant are permitted to repair residence hall furnishings and equipment. Students who require assistance in this area should contact their RA or the Office of Residential Life and Housing.

Residence Hall Health and Safety Checks

The Office of Residential Life and Housing will conduct periodic safety inspections in the residence halls. The inspections will include a check of areas such as:

- Electrical, heating, and cooling appliances,
- Combustibles,
- Housekeeping, health hazards, and pest control
- Other unauthorized hazardous or illegal items.

Notification of all Health and Safety Inspections will be done 24–48 hours prior to the safety inspections by the Office of Residential Life and Housing.

Residence Hall Property

No University property may be removed from the living units or from the public areas without written authorization from the Office of Residential Life and Housing. Students missing assigned property or found with furnishings from public areas of the University in their rooms are subject to replacement cost, moving charges, and disciplinary action.



Rolling Hills Pool and Pool Area Common Spaces

- Swimming in the Rolling Hills Pool hours can only occur: Monday through Friday, noon–7:00 p.m.; Saturday and Sunday, 10:00 a.m.–5:00 p.m.
- Residents and guests of the Rolling Hills common spaces are allowed to use the following common space areas 24 hours a day to study or relax:
 - Rolling Hills Pool Pavilion
 - Rolling Hills Pool Terrace
 - Rolling Hills Pool Lounge
 - Rolling Hills Pool Patio
- Residents and guests are not allowed to swim in the rock formations or jump from the rock formations.
- Smoking is not permitted anywhere in Rolling Hills, including but not limited to pool areas, parking lots, and outdoor areas.
- Grilling at the Rolling Hills Pool Complex is allowed between the hours of 11 a.m. and 10 p.m. but only with the grill provided by the Office of Residential Life and Housing. In order to reserve the grill you must make prior arrangements with the Area Coordinator of Rolling Hills Apartments.
- Running or horseplay is not allowed.
- Any residents or guest found swimming in the pool outside the regulated times will be subject to the student disciplinary process to the discretion of NSU Residential Life and Housing Staff.
- Residents and guests should take precautions based on their own swimming level and try not to swim alone.
- Diving is NOT permitted.
- Pool furniture must remain in the pool area at all times.
- Glass is NOT permitted in the pool area; only plastic or metal containers are allowed.
- Staff have the right to ask for music or voices to be lowered at any time.
- Residence Life and Housing and the Office of Recreation and Wellness is NOT responsible for loss of property or accidents.
- Alcohol is NOT permitted at any time in the pool or common pool areas.
- Pets are NOT permitted in the pool or common pool areas.
- Appropriate bathing attire is required when using the pools.
- Rolling Hills guest policies also apply for pool common spaces.

- Residents are responsible for their guests' behavior.
- Residents and guests should vacate the pool area during thunder and/or lightning storms.
- Residents and guest must respect the rights of others using the pool and pool common spaces.

Technology and Information Security Policy

All residents are required to read and understand the policies and procedures set forth by the Office of Innovation and Information Technology. Any students found violating these policies will be fined for damaged hardware provided by Nova Southeastern University, have personal hardware removed by the Office of Innovation and Information Technology, and be subjected to a judicial hearing by the Director of Residential Life and Housing.

For more information on the policies mandated by the Office of Information Technology, please visit their website at www.nova.edu/common-lib/policies/.

If you need help with your wireless connection, you can complete one of the following options:

NSU Help Desk

Contact numbers are:
 (954) 262-HELP (4357)
 Toll Free: (800) 541-NOVA (6682)
 Extension: 24357

Hours of Operation

Monday–Friday
 7:00 a.m.–4:00 a.m. EST/EDT
 Saturday and Sunday
 9:00 a.m.–11:00 p.m. EST/EDT
 Hours may vary during holidays.

Windows Policy

In order to assist with the regulation of the air conditioning units, students living in the residence halls must keep their windows closed. Tampering with air conditioning units will result in a minimum of a \$100 fine and disciplinary action. Objects may not be placed on windowsills or ledges. All residents are required to keep windows shut and keep their screens intact at all times. Students who violate the open window policy will be fined \$100 per occurrence.



Safety

Bicycles and Motorcycles

Bicycles may only be stored in student rooms or bicycle racks. Bicycles stored illegally (landings, stairwells, etc.) may be confiscated by Physical Plant and disposed of accordingly. Bicycles are considered a safety and fire hazard if not stored properly. Bicycles are not allowed to hang from the ceilings within any of the University residence halls. Occasionally the Office of Residential Life and Housing will clear out bicycles that have been abandoned on the bicycle racks.

All motorcycles and mopeds must be parked in the motorcycle parking within the residential parking area. The Office of Residential Life and Housing has installed motorcycle locks for the safety of your vehicles.

Hoverboards

Due to the safety concerns, the operation, charging, storing and use of hoverboards is prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties.

Unmanned Aircraft

Operating any unmanned aircraft system, including drones, small unmanned aircraft and model aircraft, on or off NSU's lands or property is prohibited at all times. Exceptions

may be made for official institutional use or research/teaching use with a specific authorization issued by the university. Any unmanned aircraft system shall not be used to observe, transmit, photograph or record any area where there is a reasonable expectation of privacy in accordance with accepted social norms. Such areas include but are not limited to bathrooms, locker rooms, residential areas including individual rooms, lounge areas and hallways.

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the University to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease are subject to the guidelines listed below. The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

The University will make available to the University community information about the transmissibility of communicable disease and precautions, which can be taken to prevent the spread of various communicable diseases. An infected student can continue to study and work so long as she/he is able to continue

to perform their regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that the student continual status does not present a health or safety threat to themselves or others.

A student who contracts a communicable disease has the responsibility to notify the University of the illness immediately. A student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the student's physician indicating their current medical status. Students should submit their statement to their program Dean and the Associate Dean of Student Services. Within reason, the University will make accommodations to the student, whenever possible, to ensure continuity in the classroom. No student may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrate that the student can no longer perform essential requirements of the program or poses a reasonable threat to the health and safety of those around them.

In the event that a student has a concern about the potential for the spread of communicable disease within the University community, those concerns should be brought to the Office of the Vice President of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of disease within the University Community by an infected person, the Office of the Vice President of Student Affairs will, after notification of the issues presented to the University President, contact the Center for Disease Control and/or Broward Health Department for recommendation of appropriate action consistent with state law.

Emergency Contact Policy

The Office of Residential Life and Housing holds the safety and security of the residential population a primary concern. All residential students are required to fill out an emergency contact card as a part of the check-in process. This card lists contact information for two people and will be utilized in cases of emergency. The card also requires a listing of all medical conditions or allergies for notification of medical personnel in case of emergencies.

Residents under the age of 18 must list a parent or legal guardian as one of the two contacts.

Residents under 18 years of age

In a medical, behavioral, or psychological situation, a Residential Life and Housing staff member will attempt to contact a parent or legal guardian immediately.

Resident is 18–20 years of age

In a medical emergency that includes alcohol or drugs, in a psychological emergency, or in a medical emergency in which the resident is non-responsive, a Residential Life and Housing staff member may attempt to contact a parent or legal guardian immediately. In a medical emergency in which the resident is responsive, a Residential Life and Housing staff member will attempt to contact the listed emergency contact(s) immediately with the resident's approval.

Resident is 21 years of age or older

In a psychological emergency or in a medical emergency in which the resident is non-responsive, a Residential Life and Housing staff member will attempt to contact the listed emergency contact immediately. In a medical emergency in which the resident is responsive, a Residential Life and Housing staff member will attempt to contact the listed emergency contact(s) immediately with the resident's approval.

The Office of Residential Life and Housing reserves the right to contact a parent or legal guardian/listed emergency contact (based upon age range above) at the discretion of

the Director of Residential Life and Housing or designee. If a parent or legal guardian cannot be contacted when attempted (for those under 18), an attempt will be made to contact the second person listed on the emergency contact card. For non-emergency cases, refer to the parental/legal guardian notification policy.

Fire Safety

Anyone unnecessarily setting off a fire alarm, unnecessarily tampering with fire exits and other means of impeding traffic may result in immediate University disciplinary action and criminal prosecution. Residents found damaging smoke alarms or fire alarm equipment will be charged for the damages and dealt with in a judicial manner. Failure to evacuate a residence hall during a fire alarm is also prohibited and may result in disciplinary action.

When you hear the fire alarm, evacuate the residence hall immediately. Close and lock your door when you leave your room/apartment. Do not take the elevator (you may get caught in a power outage). When you are outside of the hall remember to stay far enough away from the entrances so that you do not interfere with Davie Fire Department, Davie Police, Public Safety, and Residential Life staff.



Any RAs present during an emergency will be outside of the residence hall. If you need to communicate with Residential Life staff, contact the RA on duty for your residence hall. Remember, at all times during an emergency or drill, all residents are asked to follow the directions of the Davie Fire Department, Davie Police, Public Safety, or Residential Life staff. Participation in drills may help you protect yourself and fellow residents during an actual emergency. If you have any specific questions or concerns, contact your RA or the Office of Residential Life and Housing.

Hurricane and Tropical Storm Procedures

Upon announcement by the U.S. Weather Bureau that a hurricane or tropical storm warning status has been declared, the Director of Residential Life and Housing will be notified and will relay weather information to the department staff and residents. **If residents are leaving the residence halls prior to a storm, each resident must fill out a housing hurricane release form and drop it off at the office of residential life and housing or your resident assistant.**

Preparation Before the Hurricane Strikes

- All furniture including beds should be pulled away from the windows. Stereos and radios should be placed off the floor, preferably in the closet.
- Since the floors can get wet, all particles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.
- Valuables should be removed or placed in closets or drawers that can be locked. The closets and drawers should be locked/closed and remain locked/closed throughout the hurricane.

All doors should be locked when the occupants are not in the room or apartment.

- All windows must be closed tightly. In those facilities where Venetian blinds are provided, the blinds should be down and closed. DO NOT put tape on windows.
- Each student should provide her/his own flashlight in case of power failure. DO NOT use candles under any circumstances; fire is uncontrollable during a hurricane. Residents should provide themselves with an adequate supply of non-perishable foods to last two to three days.
- If you vacate your residence prior to the storm, we ask that you inform the Office of Residential Life and Housing staff where you can be located.
- All automobiles must remain in the assigned parking areas. Park as close together as possible, and leave your car in reverse gear with the emergency brake on.
- All windows should be closed and your doors locked.

Procedures During the Hurricane

Whether on campus or in a designated off campus shelter, your personal protection and welfare is essential. We ask that you follow this list of instructions:

1. It is essential that all residents stay with the Office of Residential Life and Housing staff throughout the entire hurricane. Residents must not leave their area of shelter until directed to do so by the Residence Life and Housing staff.
2. Students should remain away from danger areas, such as glass windows and doors of the shelter.
3. Do not attempt to open windows or doors to see what is happening outside once you are located in the designated shelter area.

If everyone remains calm, stays inside, and observes the above instructions, and precautions, this minimizes danger. If anyone has any questions, please contact the Office Residence Life and Housing Staff or Public Safety. Students are responsible for following all the procedures above and any other procedures given at the shelter location by the Office of Residential Life and Housing staff.

Residents will not be able to return to the halls and must stay indoors at the designated shelter location during the hurricane. If a resident chooses to stay off-campus during the storm, he or she will not be able to return until the Office of Residential Life and Housing opens the residence halls. This is for your protection.

Procedures After the Hurricane

- Residents will not be allowed back into the residence halls until the Director of Residential Life and Housing has received approval from University administration that all residence halls are safe and secure.
- Students must routinely check e-mails and university advisories for continuous updates.
- Damage to personal property found after the storm is not the responsibility of Nova Southeastern University or the Office of Residential Life and Housing.
- Damage to NSU Property will be taken care of by the University in a timely manner after the storm.
- Damage to personal property must be taken care of on an individual basis so make sure to have renter's insurance in case of emergencies.
- If residents need to be relocated due to damage to their room, the Office of Residential Life and Housing will work with each student to find a temporary

location on campus until the room is cleared by University administration.

Medical Emergencies

From time to time, medical emergencies do occur in our residence halls. These may include accidents or serious illness. After you have determined the nature of the emergency, it is imperative that you get professional help as quickly as possible:

1. Immediately contact Davie Police—911;
2. Contact Public Safety at (954) 262-8999;
3. Contact your RA.

Missing Student Procedures

Pursuant to federal law, every residential student is entitled to register any individual (over the age of 18) as their confidential emergency contact person, to be notified in the event of their unlikely disappearance or if they are determined to be “missing.”

It is not required that this individual be the same person(s) designated on the Emergency Notification Form.

In the event of a missing student, Residential Life and Housing staff and NSU Public Safety will:

1. Attempt to contact the student via telephone, email or other means;
2. Conduct a health and safety check of the resident’s room; and
3. Attempt to engage other students who may be aware of the missing person’s whereabouts (i.e., roommates).

If staff is unable to make contact with the potential missing student, Davie Police Department and those individuals designated, below, will be contacted and notified. For

any student under 18 years of age, and not an emancipated individual, the Office of Residential Life and Housing is required to notify a custodial parent or guardian no later than twenty-four (24) hours after the time the student is determined to be missing.

Parking

All residents with vehicles are required to get a residential parking decal from the One-Stop Shop within two weeks of checking into the residence halls. If your car does not have the proper decal it will be ticketed by the Office of Public Safety.

All residents must have their NSU Shark Card to access residential lots. All visitors to the main campus residential complex will have to park in the visitor lot next to the Horvitz Building and/or the parking garage next to the Parker Building. Visitor parking is available for guests of Rolling Hills Apartments across from Building A.

Personal Safety

Creating a safer residence hall and University community requires your active participation. Ultimately, your safety depends on you. Here are several simple steps, which you can take to help protect yourself, your valuables, and your neighbors:

- Lock your door whenever you leave your room or go to sleep.
- Do not prop or tamper with the locks on the hall entrance or room doors.
- Do not bring people back to the University community who you do not trust and know well.
- Protect your property by engraving it with your name, driver's license number and state abbreviation. Public Safety can assist you with this.
- Report safety concerns and crimes to the residence hall staff immediately. Additionally, immediately report any crime to Public Safety at (954) 262-8999.

Search and Seizures

In the interest of maintaining an environment that facilitates scholarship and provides for the health and safety of resident students, the University reserves the right, when necessary, for authorized University personnel to enter or search a University owned room or apartment. The regulation applies to all living units under the administrative control of Nova Southeastern University.

Additionally, Davie Police Officers may enter rooms and conduct searches and seize property in accordance with applicable statutes, policies, rules, and regulations. Any and all evidence resulting from the search procedure shall be considered admissible for any and all University discipline and prosecutorial purposes.





Community Standards

All students residing in the Nova Southeastern University Residence Halls and their guests are expected to abide by the Residence Hall and Housing policies and regulations outlined in this handbook. In addition, they are required to follow all rules and regulations in the current issue of the NSU Student Handbook located online at nova.edu/student-handbook.

Changes in the content of the student handbook may be made at any time by the University, Division, or College administration. Adequate notice of anticipated changes will be given to the students, whenever possible. Residents are also responsible to be aware of any changes made to the Residential Living Guide throughout the year. Notifications of Residential Living Guide changes during the academic year will be communicated to student through the on campus mail or e-mail system and the most updated copy of the guide will be maintained on the Residential Life and Housing website at nova.edu/reslife/forms/resguide.pdf.

General Regulations

The following are types of unacceptable group or individual behavior in the residence halls:

Alcohol Policy

Alcoholic Beverages

Residents are expected to abide by all Florida State Laws and Statutes regarding the possession and consumption of alcoholic beverages. The possession or consumption of alcoholic beverages by persons under the age of 21 is against the law.

Alcohol Paraphernalia

Possession of alcohol paraphernalia is strictly prohibited in all residential facilities. Paraphernalia is considered items possessed or used in conjunction with consumption, binge drinking, communal drinking, etc. This includes, but is not limited to: communal/large drinking containers (kegs, coolers, beer balls, etc.), beer funnels, beer bongs and beer pong tables/equipment. In addition, displays of empty alcoholic beverage containers and items used for consumption of alcohol are strictly prohibited in all residential facilities. Housing and Residence Life staff or Public Safety will ask the resident to remove the items.

Presence

If you are under the age of 21 and present in a residential facility, individual room, suite, apartment or general vicinity where alcohol is being consumed, you may be considered to be consuming alcoholic beverages (this does not include those who fall under "The Roommate Rule").

Providing Alcohol to Minors

Providing alcohol to minors is strictly prohibited.

Students of Legal Drinking Age

You may responsibly possess and consume alcoholic beverages in your room or common apartment area/living room. You may not consume alcohol in hallways, breezeways or other open community spaces, lounges or lobby areas inside or outside of buildings.

The Roommate Rule

If you are of legal drinking age, the only student(s) under the age of 21 who can be present in your room, suite or common apartment area while alcohol is being consumed is your roommate(s). If underage guests are present in your room, there can be no consumption of alcohol by you anywhere in the room, suite or apartment, even if you are of legal drinking age.

Animal Policy

No pets or animals of any kind, other than fish (maximum 20-gallon tank) or approved service/assistance animals are allowed in the residence halls or on the property immediately surrounding these facilities. Students who are found to have pets in their rooms/apartments will incur a \$100 charge and disciplinary action. Feeding of outside/stray animals in the vicinity of the residence hall is strictly prohibited. All service/assistance animals must be approved by Student Disability Services. More information may be found at nova.edu/disabilityservices.

Beds

Raising or altering beds by any method (such as concrete blocks or bed risers) is not allowed in any housing facility. Beds in some residence hall communities can be raised, lowered or bunked by placing a work order request. Constructing lofts is prohibited in NSU's housing facilities. Waterbeds and other water furniture are prohibited.

Courtesy and Quiet Hours

In all residence halls courtesy hours or reasonable quiet is expected. Quiet hours will be set by each community at their first community meeting. An illustrative example is: Quiet hours are 9:00 p.m. to 9:00 a.m. on weeknights and midnight to noon on weekends (Friday and Saturday). It is your right as well as your responsibility to let your roommates and neighbors know if their activity is disrupting you. Stereos, radios, televisions, musical instruments, telephones, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. No drums or electrically amplified musical instruments, including microphones, may be used in student rooms. During Final Exam Periods: quiet hours are 24 hours a day- these dates will be determined by the NSU academic calendar.

Criminal Convictions Policy

Applications for on-campus housing are subject to review by the Associate Dean of Student Services and the Assistant Dean of Student Development. Pursuant to such a review, on-campus housing may be denied based on concern for the safety and security of the student and/or the on-campus population. All criminal record statements submitted as part of the housing application will be reviewed and additional information may be requested. In the event of a conviction occurring after the submission of the Agreement, it should be provided in writing to the Director of Residential Life and Housing within ten (10) days of the conviction. At that time the committee will review the conviction and make a determination about the continuation of on-campus housing.

Disruption of Community

Students must be aware of how their behavior affects the community at all times. Disruption of smooth community living or infringements on the rights of others may result in disciplinary action.

Door Propping

Propping of exterior doors in the halls is strictly prohibited as it could affect the safety of the residential population. Students are responsible for un-propping doors that they find propped. If a student is found in violation of this policy, he/she may be fined \$100 per occurrence. Door propping includes opening a side door to allow someone in or entering a side door at any time. Continual violation of this policy in the same area may result in common area billing.

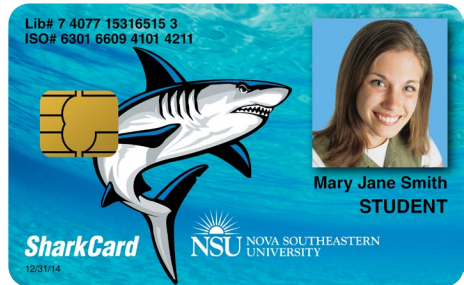
Entrance into the Residence Halls

Entrance into Leo Goodwin Residence Hall, The Commons and Rolling Hills

Goodwin Hall and the Commons have security 24 hours a day, 7 days a week. Students living in Goodwin Hall, the Commons, and Rolling Hills must show their Shark Card when entering the building when security is present. The Leo Goodwin Sr. Hall, Commons and Rolling Hills residents must go to the main lobby to sign in any guest with the security personnel. Failure to carry a Shark Card upon entrance after three times in one term will be charge \$15 per occurrence and possibly additional judicial action.

Entrance into Founders, Farquhar, Vettel, Cultural Living Center

Students living in Founders, Farquhar, Vettel, and Cultural Living center must use their NSU Shark Card when entering the building. Failure to carry your NSU ID upon entrance after four times will result in a \$15 charge per occurrence and possible judicial action. Guests are required to call the resident and the resident is required to come down to the door and let the student in.



NSU Shark Cards

Students are required to carry their Shark Cards at all times and to present their Shark Card when requested by authorized University personnel, which include but are not limited to staff members of the following: Residence Halls, Food Service, Student Life, Bookstore, Library, Recreation and Wellness, Office of the Dean of Student Affairs, Public Safety, Financial Aid, Registrar, and Bursar's Office.

Students may only use their Shark Cards and are prohibited from using the Shark Card of another student. Any alteration or illegal use of a Shark Card is prohibited. Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification card is prohibited. False Shark Cards may be confiscated and destroyed. Making or possessing instruments and materials for counterfeiting Shark Cards, driver's licenses, or any forms of identification are prohibited.

Posting and Solicitation Policy

Any publicity or marketing to be placed in the Residence Halls must be approved by the Associate Director of Residential Life or designee. No publicity will be allowed that includes any reference to alcohol or drugs or that contains any discriminatory wording or crude graphics. Approval of all publicity is at the final discretion of the Residential Life and Housing Senior Staff. To post flyers on all RA bulletin boards, please provide 48 copies of the flyer. The flyers will be posted and removed by the RA.

To post large posters in each hall, please provide 6 large posters to be posted and removed by the Office of Residential Life and Housing. When making large quantities of flyers, please bring one to be stamped and make copies after. No publicity can be hung on individual doors of residents. All chalking of the sidewalks surrounding the residence halls must be approved in advance.

All approved publicity must be in compliance with the following posting guidelines:

- No marketing materials are allowed to be placed on cars;
- No marketing materials can be taped on the glass doors to any of the halls;
- All materials must be copied by the organizations sponsoring the event;
- All student group and Greek events must have prior approval from the Office of Campus Life and Student Engagement;
- All publicity materials must be posted with 3M multi-surface tape;
- All events must have direct sponsorship by a recognized NSU office, club or organization.

Solicitation includes the distribution of flyers, announcements, and posters, as well as sales, fundraising, and donation seeking in the Residence Halls. Door to door solicitation in the residence halls is prohibited. The Office of Residential Life and Housing must approve any solicitation in the halls. For more information on solicitation and posting outside the residence halls, please refer to the current NSU Student Handbook.

Residential Drug Policy

The illegal possession, use or sale of or any attempt to obtain any illegal drug, drug paraphernalia or controlled substance (including marijuana) is strictly prohibited in the residential facilities. If you choose to possess and/or use illegal controlled substances/paraphernalia, you may be subject to the full extent of law enforcement,

student conduct violations, and Housing and Residence Life Agreement violations, including immediate housing agreement termination.

Paraphernalia

Drug paraphernalia is considered items possessed with or used in conjunction with controlled substances, which include but are not limited to the following: hookahs, whippets, water pipes, bongos, pipes, syringes, containers, clips, etc.

Prescription Drugs

Prescription drugs must be in the original pharmacy container from a licensed pharmacist with your legal name listed on the label. Your prescription drugs must be used only as directed by your doctor.

Presence

Students present in a housing unit where controlled substances are used or sold may be considered to be possessing or using controlled substances and may be subject to housing agreement termination and disciplinary action.

Responsibility for Contraband Items

In the event that any items prohibited by University policies, state laws, or local laws are discovered in University residences and ownership cannot be determined, each of the assigned occupants of the resident unit having knowledge of the presence of or having access to the contraband are considered to be in possession of the items for disciplinary reasons.

Safety-Related Policies

The following are primary types of unacceptable group or individual behavior:

- The projection or dropping of any object or materials which litter University property or which may cause injury to persons or property. Students may not throw, discard, place, or deposit litter in University buildings or University grounds except in receptacles provided for such purposes. Littering may result

in a \$100.00 fine and may include disciplinary action.

- Students are not to place or attach objects to any window ledges, roofs, or other exteriors of buildings. In addition, residents should never be on any building ledge or roof.
- Students shall not play any athletic games in a room, apartment, or common area of a residence hall without proper authorization. This includes rollerblading, biking, and skateboarding.
- Trampolines are not allowed to be used in the residence halls or on the University campus.

Smoking Policy

Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university owned or leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus. Also, smoking and tobacco use is prohibited within personal vehicles when on any property owned or leased by Nova Southeastern University.

For purposes of this policy, “smoking” is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. For the purposes of this policy, “tobacco use” is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic

cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco.

Unauthorized Hazardous Items

In order to comply with county and municipal fire and safety regulations, the following items are prohibited:

- Barbecue grills, open coil burners, and other cooking apparatus shall not be used or kept on landings, stairwells, or in student rooms.
- Multi-outlet electrical plugs that are attached to a permanent outlet are not permitted at any time (with the exception of surge protectors).
- All electrical appliances must be attached directly to a permanent outlet or into an approved extension cord.
- The possession or use of gasoline or flammable petroleum products, and canned heat units, within the residence hall living units, is prohibited. This also includes charcoal and lighter fluids.
- Motorcycles, motor scooters, motorbikes, and petroleum-powered all-terrain vehicles are prohibited within residence hall common areas/rooms/apartments. These motor vehicles must be parked in designated motorcycle parking lots, away from the residence halls.
- Candles, incense, and any other item with an open flame are prohibited.
- Fireworks, combustibles, ammunition, torches, gasoline canisters, and other explosives are prohibited without the written approval of the appropriate University authority.
- Any 50-watt to 125-watt light stands with white or colors plastic covers.

Visitation and Overnight Guests Policies

In order to insure adequate security in the residence halls, students and guests may be required to present identification upon request. Guests may visit residents' rooms only by invitation, and the resident shall at all times be responsible for the conduct and actions of guests. Resident's guest must be accompanied by the resident at all times. A resident shall be permitted to entertain guests only with the expressed permission of his or her roommate(s) if the roommate is present. Dress standards must be observed, which means appropriate attire at all times. The residence hall staff and university public safety have the right to ask a guest to leave at any time. A resident who allows a guest to visit that has been "banned" from visiting in the residence halls or surrounding grounds may be subject to disciplinary action.

No daily guest(s) may be in possession of resident keys/cards at any time, for any reason. Any daily guest found using a resident's key or card will result in a judicial meeting between the Area Coordinator of the residence hall and the resident.

The Residential Life and Housing staff is authorized to impose an administrative charge upon the assigned occupant(s) of a residence of \$25.00 per night for each overnight guest or sponsors who are in violation of the visitation and overnight guest policy. Residents who have recently checked out of the residence halls may not become an "overnight guest" unless at least one-month period has elapsed.

Leo Goodwin Sr. Hall, Commons, Founders, Farquhar, Vettel, Cultural Living Center, and Rolling Hills

An overnight guest is considered to be a visitor utilizing the room of a resident student as a place of lodging. Residents may have a guest stay overnight for a maximum period not to exceed three days per month with the permission of the resident's roommate if the roommate is present. Residents are not permitted to have overnight guests during

vacation periods when classes are not in session for more than the aforementioned three day period.

The number of overnight guests permitted should not exceed the number of University beds in a room or an apartment. The resident accepts full responsibility for the overnight guests. Any guest under the age of 18 must be approved to stay in advance of their stay. Request for guests under the age of 18 to stay overnight must be presented in writing to the Director of Residential Life and Housing.

Weapons

Weapons are prohibited on campus.

A weapon includes:

- Any item designed to inflict a wound or cause injury to another person
- Any item used to harass, threaten, intimidate, assault, or commit battery
- Any item the university deems dangerous. This includes but is not limited to: firearms, ammunition, fireworks (including sparklers and smoke bombs), explosives, dangerous/flammable chemicals (liquids, solvents, gases), BB/pellet guns, airsoft guns, weapons for sport (including paintball guns, bow and arrows, diving knives, hunting weapons, etc.), stun guns, swords, switchblades, knives, slingshots, martial arts and medieval weapons.

For more information on the policies mandated by Public Safety, please see Firearms or Other Weapons Strictly Prohibited on Campus on page 5 of the Campus Safety Handbook at nova.edu/publicsafety/forms/campus_safety_handbook.pdf.



Student Disciplinary Process

All students and guests residing in Nova Southeastern University residence halls are expected to abide by all policies and regulations outlined in the NSU student handbook and the Residential Living Guide Addendum. Residents are also responsible to be aware of any changes made to policy throughout the year. Notifications of changes to the NSU Student Handbook or the Residential Living Guide Addendum will be communicated through the on-campus mail or e-mail system and the most updated copy of these documents can be found on the NSU website.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

General Procedures

Violations of the Residential Living Guide or University policies, as outlined in the NSU Student Handbook, are called to the

attention of the Office of Residential Life and Housing and/or the Office of the Vice President of Student Affairs. The student will be sent a letter notifying him/her to schedule an administrative judicial meeting within a specific time frame. Meeting(s) are held with the appropriate University official and will result in University action. The sanctions may be applied individually or in combination as appropriate to a given case. Specific information on the disciplinary process is available through the Student Conduct website, nova.edu/studentconduct.

Disciplinary Meetings

Depending on the nature of the incident, the disciplinary meeting may be scheduled with any of the following individuals: Assistant Area Coordinator, Area Coordinator, Assistant or Associate Director of Residential Life, Director of Residential Life and Housing, or a member of the Dean of Student Affairs Staff. Failure to schedule a meeting within the designated time frame or failure to attend a scheduled meeting time may result in the meeting being held in the student's absence, and if necessary, a sanction(s) being issued. Failure to schedule a meeting or make a scheduled meeting time may also result in student account hold. Legal counsel, parents, or guardians are not permitted in the disciplinary meeting.

Sanctions

If the student is found in violation of the Code of Student Conduct or the Residential Life Housing Guide, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

Final Disciplinary Probation

A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

- The sanction is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed.
- After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
- Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

Disciplinary Probation

A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

Disciplinary Warning

A disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

Verbal Warning

A verbal warning is a verbal admonition to the student by a university staff member that the student's behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

Restitution

Payment made for damages or losses to the university, as directed by the adjudicating body.

Restriction or Revocation of Privileges

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

Termination or Change of Residence Hall Contract

Accommodation Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the Vice President of Student Affairs/Assistant Dean of Student Development/Director of Residential Life and Housing or designee.

Mediation/Counseling Intervention

When extreme behavior indicates that counseling or mediation may be beneficial, the student may be referred to appropriate resources.

Other Appropriate Action

Disciplinary action not specifically outlined above, but approved through the Vice President of Student Affairs/Assistant Dean of Student Development or designee.

If the student is found in violation of the Residential Living Guide and/or the Student Code of Conduct, one or more sanctions may be imposed. Educational sanctions such as completing community service hours or completing an alcohol educational seminar are frequently assigned in conjunction with one of the outlined sanctions.



Parent/Legal Guardian Notification

NSU personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, less than 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, or when NSU personnel determine a student's safety and/or welfare is at risk.

Failure to Complete Required Sanction(s)

If a student fails to complete community service hours and/or designated projects by the deadline stated with the sanction, additional judicial action may be taken. This additional action may result in the student account being placed on hold, parental contact, and/or the termination of housing or more severe sanctions up to and including expulsion from the university.

Notification of University Personnel

University personnel will utilize administrative discretion and may decide to contact other University Officials, such as counseling staff, athletics staff, or academic department administrators, regarding student conduct or judicial issues.

Appeal Process

An appeal of disciplinary action taken must be in within five (5) business days of the receipt of the written disposition of the hearing. In appealing a judicial decision, the appeal must fall into one of the following categories:

- The student has new evidence that was not available prior to the original hearing. The matter will be returned to the discipline officer for reconsideration.
- The judicial process as outlined was not adhered to during the student's hearing.
- The sanction (s) do not relate appropriately to the violation.

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case. The decision of the appellate officer will be final.

For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.

NSU
Florida

NOVA SOUTHEASTERN
UNIVERSITY

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AND HOUSING**

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