



MISSION STATEMENT

The Office of Residential Life exists as an integral part of the education program and academic support of the institution. The mission of the Office of Residential Life is to provide a clean, well-maintained, comfortable and safe living environment at an affordable rate for the traditional student of Arkansas Tech University. Additionally, it is our mission to provide the living community a comprehensive learning environment, which will promote maturity, responsibility, and above all, academic success. Programs and staff interventions in these communities will be grounded in human development and student development theory. Finally it is the mission of our office to ensure an orderly and consistent administration of the program through effective and fair management.

VISION STATEMENT

In accordance with the mission of the Office of Residential Life, all staff will strive to ensure “a comprehensive learning environment, which will promote maturity, responsibility and above all academic success.” Particularly, all programs and initiatives will be developed and implemented based on five (5) core values.

CORE VALUES

1. Education:

Students will be afforded opportunities to partake in experiences that will assist them in their academic pursuits.

2. Interaction:

Students will be afforded opportunities to interact in both academic and social settings with peers, staff and faculty.

3. Development:

Students will be afforded opportunities to involve themselves in activities and initiatives which will foster the development of them as a person.

4. Life Skills:

Students will be afforded opportunities to participate in programs and initiatives designed to foster skills needed during and beyond the college years.

5. Diversity:

Students will be afforded opportunities to interrelate with, learn from and about others, whom are different from themselves.

IMPORTANT TELEPHONE NUMBERS

<i>Information Booth</i>	968-0389
Academic Advising.....	964-0843
Admissions.....	968-0343
Bookstore.....	968-0255
Cafeteria.....	968-0262
Career Services.....	968-0278
Computer Services.....	968-0646
Counseling Services.....	968-0276
Financial Aid.....	968-0399
Health & Wellness Center.....	968-0329
International & Multicultural Students Office	964-0832
Intramural & Rec Sports.....	356-2010
Library.....	964-0570
Post Office.....	968-0254
Public Safety.....	968-0222
Registrar.....	968-0272
Residential Life (Doc Bryan).....	968-0376
Residential Life (Wilson-Operations).....	356-2060
Student Accounts.....	968-0271
Student Services.....	968-0239
Tech Fit.....	498-6088
Testing and Disability Services.....	968-0302

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A GREAT NEW EXPERIENCE

Welcome from the Office of Residential Life at Arkansas Tech University! You are preparing to enter a year full of new ideas, exciting opportunities, and many new friends. Whether you're a new student or a returning pro, living on campus in our residence halls and apartments can help make your college experience the best and most successful time of your life.

The Tech Guide to Living is filled with information you will need while living with us in our communities. Please note that our residents are responsible for knowing all of the information within the Living Guide. It not only outlines our policies for living on campus, but also includes valuable details about our staff and the many great opportunities we offer.

Please read through this Guide to Living thoroughly as it contains everything you need to know about life with us. The policies are extremely important as they ensure that everyone, as a part of a larger community, follows proper safety rules and regulations. This Guide to Living discusses policies involving things that are not allowed in our halls, such as alcohol, smoking, and candles. If you come across a policy that you do not understand, please ask a staff member to clarify for you. I want to state once more that you are responsible for all of the information in this Guide to Living, so make sure you understand its contents.

You have probably heard someone from my office talk about how we know students who reside in our halls have a greater chance of success and a significantly higher GPA than those students who live off campus. But do you know why?

It is due, in part, to our strong staff that goes out of their way to foster growth and success by providing great programs and opportunities for our students. These programs are educational, social, and academic in nature. We strongly encourage students to participate in programming when they can.

It is also because of the community that is encouraged via the Residence Hall Association (RHA) and your Hall Government. RHA is the governing body for the residence halls and is made up of student leaders. Hall Governments are the individual governing body of each residence hall. RHA sponsors a plethora of programs and initiatives throughout the year concluding with our annual and fiercely fought Battle of the Halls. You may become an active member of your Hall Government and RHA by simply letting your hall staff know that you are interested. The staff will be happy to fill you in on all the details.

Additionally, you will find that your chances of success are greater living on campus because of your closer proximity to numerous other involvement opportunities including the many campus clubs and organizations that focus on a wide range of interests. We have an incredible Intramural and Recreational Sports program that offers flag football, basketball, dodge-ball, softball, volleyball, table tennis, etc. Basically, the possibilities are endless and offer an exciting way to build friendships that will last well beyond your days here at Arkansas Tech.

We hope that the upcoming year proves to be one of success, growth, and fun! If you follow the guidelines set forth in this book, and use the helpful information in it, you are sure to have a successful career here at Arkansas Tech. So study hard, make great friends, seek out opportunities, and as we like to say in our office, Live It Up!

Sincerely,



Marty Sabolo
Director of Housing

RESIDENCE HALL STAFF

The Tech Office of Residential Life utilizes a variety of staff members to provide our students with a living environment that best serves their needs.

In addition to our administrative staff in the Office of Residential Life, we also have **Area Coordinators (AC)**, two full-time, masters degree earned, professional live-in staff members. Our Area Coordinators each live on campus and supervise our para-professional and student staff members to ensure the best possible service to the residents in the halls.

Our **Resident Directors (RD)** are graduate students who have displayed a true commitment to providing a rich, conducive living environment for our students. These students have direct supervision over our resident assistants and office workers and should be utilized by the residents of their halls due to their vast knowledge of community living on the Tech campus.

The **Resident Assistant (RA)** is the community facilitator living within each community with the students. The RA is a current student that is specially trained to work with the residents. The RA is responsible for developing a sense of community on the floor. The RA plans/facilitates programs, is responsible for administrative work on the floor, and acts as a mentor and advisor to their residents. In cooperation with the students, the RA enforces the policies and procedures in the residence halls.

One of the first persons each student will meet when they get to Arkansas Tech is their Resident Assistant. Each RA has met special criteria (2.5 GPA or better, residence hall living experience, and is in good standing with the University) and has been trained to best promote community development. In conjunction with the Residence Hall Association and Hall Government, the RA will hold floor and wing meetings through-out the year to keep students up to date on campus and residence hall events. They will help facilitate programming to enhance student's academic experience outside of the classroom. They are also a resource person for the residents and are available to assist them in any and all facets of their college experience.

Our **Custodial Staff** work within the Physical Plant Department to assure that residents have clean public areas in which to live and learn in. However, each resident is responsible for their own hall room as well as their own bathroom areas in those halls that provide private and semi-private bathrooms.

We hope that you come to know and rely on your residence hall staff. They are all anxious to assist you in any way possible. If you are interested in joining our staff, talk to your current RA or inquire at the Office of Residential Life.

ADMINISTRATIVE HOUSING STAFF

Director of Housing/Associate Dean of Students
Assistant Director/Assistant Dean of Students
Assistant Director of Operations
Area Coordinator
Area Coordinator

Mr. Marty Sabolo
Mr. Kevin Solomon
Mr. Aaron Hogan
Ms. Gwen Young
Mr. Jessica Uhlman

Support Staff – Residential Life, Doc Bryan
Support Staff – Residential Life, Doc Bryan
Support Staff – Residential Life, Wilson – Operations

Mrs. Janet Roys
Mrs. Cathy Hern
Mrs. Lauren Craig

RESIDENTIAL LIVING

At Tech, we believe that residence hall life is a valuable and important part of your educational experience that encourages growth, development, and maturity. Activities and programs are planned to assist you in adjusting to the Tech community and to foster campus involvement. The Tech residence halls will be a place for you to meet new people, develop your leadership skills and become a part of the campus community.

Students who take part in one of our many residential opportunities are more likely to get involved in campus organizations, join in a part of the many campus activities and have a greater sense of belonging to the Tech community. It is because of these factors that we have a strong commitment to offering the best living environment to our students. Because of the importance of the residence hall experience our housing policy requires traditional age students to live on campus until they have earned 60 credit hours.

We know that each student has their own unique interests and needs. That is why, in an effort to accommodate our students, we offer a variety of living options. Everything from a traditional campus hall environment, to suite-style living, to Sorority Housing, to apartment style housing for our upperclassmen, is available in one of our fifteen campus communities.

Residency Requirements and Exemptions

Single students under the age of 21, and with less than 60 hours of college work completed, are required to live on campus. Additionally, students living within the residence halls are required to purchase a meal plan. Requests for exemption from the housing policy should be filed with the Office of Residential Life. Requests for exemption from the dining policy should be filed with the Associate Vice President for Finance and Administration.

Students who live off campus without specific permission from the University are subject to disciplinary action including responsibility for all back charges for room and board incurred while living off campus. The Office of Residential Life reserves the right to refuse housing to any student when it deems such action to be in the best interest of the student body or the student.

Housing Contract

Your housing contract is for the entire academic year. Please read the contract carefully before signing. The housing contract is a binding and legal document. Withdrawal from the University **does not** automatically terminate your housing contract, nor does loss of any scholarship and/or aid. Room and Board charges will continue to accumulate until an official check-out has been completed. Check-out is complete when all belongings have been removed from the residence hall, related keys are returned, and a staff member has completed the necessary check-out paperwork with your signature.

The Housing Exemption Committee must approve the termination of a housing contract. This contract only covers the periods during which the University is in session.

If there is sufficient demand and available space, students needing vacation housing may be accommodated at a daily rate in a designated housing facility. Meals are not provided during these periods, including winter break and spring break.

Meal Plans/Cards

A variety of meal plans are offered to meet your individual dining needs. The meal plans offer meals in Chambers Cafeteria and declining balance dollars (DCB) that may be used at Doc's Place, the convenience store and Chambers Cafeteria. If you need to change your meal plan, you may do so the first two days of class. After this time you can only increase your meal plan. Your student ID serves as your meal card. Replacement of your ID card is \$25.00. If your ID is lost or stolen, report it to the Student Accounts Office immediately so that your account may be deactivated.

Check-in/Check-out Procedures

Check-in and check-out procedures are crucial. The instructions that are posted at the beginning and ending of each semester should be followed. If these instructions are not followed disciplinary action may be taken. To check-in, please report to the office in your residence hall. A member of the residence hall staff, who will assist you through the check-in process, will meet you there. You will fill out all check-in paperwork, keys will be issued to you, and finally you will complete a room condition report. Please be sure to take an adequate amount of time filling out the room condition report to avoid any charges being assessed to your student account. To check-out, you will need to schedule a time with the resident assistant to inspect your room, this must be done prior to Reading Day each semester. Before your scheduled appointment, move out all personal items, clean your room thoroughly, which includes sweeping and/or mopping the floor. The room should be arranged in the original set-up. The resident assistant will then check your room for any damages. You will be billed for any damages or cleaning costs.

Room Departure

Students are required to vacate their rooms within 24 hours after their last final examination. Residents who have a final exam on the last day must check-out no later than 5:00 p.m. on the last day of finals. Exceptions are made for graduating seniors and students who are participating in graduation exercises. Students who meet these criteria must notify their Area Coordinator or Resident Director in advance so that arrangements can be made for their check-out.

Students who check-out improperly may be assessed a fine. Improper check-out applies to improper room changes, failure to return keys, sign paperwork for room departure, failure to check-out at vacation times or at the end of the semester and for checking out late.

Move-On Days

During the fall and spring semesters, Move-On Days will be held to accommodate room change requests. A Room Change Request Form must be completed and signed by all parties involved before the request will be considered. Move-On Days for the fall semester are scheduled for September 9 - 12. Request forms will be available at the hall office and are due back by September 7. In the spring semester Move-On Days will be February 3 – February 6. Request forms are due back by January 31.

Room Changes

After the initial Move-On Days, students may request a room change by completing a Room Change Request Form and paying a \$25.00 room change fee at the Office of Residential Life or Housing Operations Office. It is the responsibility of the student to arrange their own room change. Once this is completed the Office of Residential Life will notify the student of the proper time for their room change. If the room change request is denied, the \$25.00 fee will be returned.

Room Consolidation

Students that are in a non-paid single room (double room without a roommate) will be involved in room consolidation. The room consolidation process typically occurs during the first week of October for the fall semester and the last week of February for the spring semester. Information will be sent to the students that are involved in the process. The student will have one of three options:

1. Take their current room as a paid single. The single room charge will be pro-rated from the day the room became a single.
2. Find a student who currently has a roommate who would like to purchase the room as a single. The roommate would then move in with the student in the non-paid single.
3. Find a student who is currently in a non-paid single and needs a roommate.

The hall staff will work with the students that are involved in the consolidation process. Failure to exercise one of the options will lead to the student receiving a roommate, new room assignment, or being charged for the single room.

Private Rooms

Private rooms are made available when space is available. After classes begin, the Office of Residential Life will advertise available rooms with priority given by the number of earned hours acquired at Tech. These rooms have an additional fee of \$350 per semester and are assigned on a semester by semester basis.

Roommates

One of the most significant relationships you will develop on campus is the one with your roommate. Whether you know your roommate ahead of time or not, the development of this relationship is key in creating a positive environment to live and learn in the residence halls. We want you to have the best experience possible on campus, so here are a few tips that will help cultivate a good relationship with your roommate.

- Sit down with your roommate during the first few days and decide how to handle setting and turning off the alarm, discuss anticipated normal bedtime, sleeping habits (darkness, radio to sleep by, etc.) study patterns (music and TV on during study time), and feelings on food in the room.
- Divide all cleaning responsibilities.
- Find out how your roommate feels about lending things to other people such as clothes, money, cars, etc.
- Discuss how to handle visitors. If you have a roommate with friends who like to stay up late or socialize, you may be in a situation where a compromise will need to be negotiated.
- Respect your roommate as an individual. Don't depend on him/her to satisfy all of your emotional and social needs. Make other friends too.
- Always discuss issues and concerns with your roommate.

The best advice we can offer is to be courteous, thoughtful, and considerate to your roommate. Please keep in mind these basic rights of a roommate:

- The right to live in a clean building and room
- The right to expect that a roommate will respect one's personal belongings
- The right to read and study without undue interference
- The right to sleep without undue disturbance from noise, roommate's guests, etc.
- The right to free access to one's room and facilities without pressure from a roommate
- The right to personal privacy
- The right to be free from fear or intimidation and physical or emotional harm
- The right to have guests during visitation hours with the expectations that guests are to respect the rights of the host's/hostesses roommate or other hall residents
- The right to expect reasonable cooperation in the use of room cable services

If you encounter a difficult or uncomfortable situation with your roommate, and have discussed the matter with him or her, please contact your Resident Assistant for help. The Resident Assistant can help you work out those challenges in a professional way and provide you with guidance and helpful suggestions.