

Department of Residence Life

Residential Guidebook 2011-2012

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Welcome to Augsburg College Department of Residence Life

Welcome Auggie Residents!

On behalf of the Augsburg College Department of Residence Life, I would like to welcome you to Augsburg College.

Augsburg College provides many resources to help you adjust to and excel in college life. As a staff, we also wish to assist you in your transition to college and making the residence hall your home away from home. The transition of living in a residence hall carries with it the rewards and responsibilities of community membership. A member of a residence hall community must balance his/her needs and preferences with those of the other members of the floor. The rewards of living in a community governed by such respect and consideration can be great. Among them are opportunities to form supportive and meaningful relationships, to learn from the perspectives and experiences of many different people, and to experience the satisfaction of working with others toward a common goal.

Our hope is that you take advantage of participation in residence life activities and in the governance of our halls. Throughout the year the residence life staff works together to present various programs such as: academic skills, sexual decision-making, alcohol awareness topics, diversity topics, politics, etc. or social activities such as: welcoming activities, dances, movie nights, coffee houses, etc. These are just a few of the many activities planned. You will also be involved in floor meetings making decisions (community agreements), having open discussions, and resolving problems.

We look forward to meeting you. Please contact us if you have any questions or check out our web-site at <http://www.augsburg.edu/reslife/>.

Sincerely,
Amanda Erdman
Director of Residence Life

Residence Life Offices & Hours

Central Staff Office Hours

Director of Residence Life Office Hours: By Appointment, contact at erdmanam@augsb.org

Housing Specialist Office Hours: Monday-Friday 1:00-3:00 p.m.

Residence Hall Directors: By Appointment, Contact through email

Anderson Hall Residence Life Office

Hours: Monday - Friday: 8:00 am – 8:00 pm

Saturday 10:00 am – 2:00pm

Phone: 612.330.1121

Mortensen/Urnese Hall Residence Life Office Suite

Hours: Monday –Friday: 8:00 am – 8:00 pm

Saturday 10:00 am – 2:00pm

Phone: 612.330.1526

Augsburg College

Department of Residence Life Mission

Augsburg College's Department of Residence Life develops residents who are both students and neighbors in an urban collegiate setting while being grounded in liberal arts, intentional diversity, and faith.

As a student centered residential community:
We are, we foster, and we strive to be

RESPONSIBLE

Through activism, leadership, awareness, acceptance, and developing freedom with accountability through self-governance and community standards.

RESOURCEFUL

By appreciating and utilizing our urban setting, being holistic, and open to cultivating our experience into knowledge.

RESPECTFUL

By being inclusive, celebratory, self-aware, promoting social justice, and by honoring the dignity of others.

Purposeful learning and growth surrounding these principles occurs in our individual residents, our hall communities, and our residential environment at large through:

OBSERVE(ING)

CULTIVATE(ING)

IDENTIFY (ING)

SHARE(ING)

Department of Residence Life Central Staff Positions

Director of Residence Life

Responsible for the overall functioning of the residence halls, the Director typically has a strong background in Residence Life and holds a Master's degree in the study of Higher Education or Student Affairs. This entails working with faculty, staff and students to create a housing program that fosters the leadership for the accomplishment of current goals, planning for the future, and working cooperatively with students, faculty, and staff throughout the college community.

Housing Specialist

The Housing Specialist reports directly to the Director of Residence life and supports the director with operational management of college residence halls, assumes coordination of housing services and contracts, marketing the residential spaces, and communicating with new and residential students as well as other departments.

Residence Hall Directors

Share in overseeing the program (transition, retention, maturation) involved our students. A Residence Hall Director typically has a strong background in Student Life and may hold or be studying for a Master's degree in the fields of human development, higher education, or social sciences. These individuals work closely with staff, faculty and students in creating programs, offering academic and personal support/counseling, advising residence hall associations and conducting discipline hearings.

Community Conduct and Discipline Procedures

Statement of Principles

Augsburg College is committed to the overall educational and personal development of its students and views the unique experience of living in a residence hall as contributing greatly to such development. To facilitate this process effectively, it is important to maintain an appropriate residence hall environment.

In order to perform its educational function, Augsburg College requires mutual cooperation of its members, both in and out of the classroom. Therefore, the residence hall community has an established set of community standards of behavior that are consistent with the educational mission of Augsburg College. Included is the regulation of the conduct and behavior of Augsburg College community members whose actions may impede, obstruct, or threaten the maintenance of order and/or the achievement of these educational goals.

In an effort to provide our residents with safe, comfortable and just communities, we encourage debate and discourse in the spirit of understanding and promote this freedom with responsibility. This understanding and responsibility includes respecting and being sensitive to the rights of others while not condoning messages or actions that promote hatred, intolerance or violence. Incidents of bias – acts of bigotry, harassment or intimidation directed at a member or group of the Augsburg community based on that individual's or group's actual or perceived national origin, ethnicity, race, age, religion, gender, sexual orientation, gender identity, gender expression, disability, veteran status, color, creed, marital status, or any combination of these or related factors will be addressed with an educational protocol that helps those who offend others to better understand the impact of their actions on the larger community in which they live.

Augsburg College reserves the right to review all alleged violations of the Student Guide <http://www.augsburg.edu/studentguide/> and/or the Department of Residence Life/Guidelines. While it is the goal of the discipline process to educate students about the purpose and importance of abiding by these policies, Augsburg College will also issue sanctions or educational agreements by professional staff as appropriate and necessary to ensure continued and/or future adherence. These possible sanction(s) include, but are not limited to, oral warning, written warning, probationary status, restriction of privileges, restitution, community service, administrative referral, and re-assignment or expulsion from the residence halls. In addition, the College reserves the right to remove a student from the residence halls pending the outcome of disciplinary action, or to transfer the student to another residence hall at any time when, in the judgment of an authorized representative of the Department of Residence Life, if the student has engaged in or threatened acts of misconduct such that his/her continued presence would endanger public order or property, threaten the personal safety of security of others (by acts of physical or mental harassment or other means) or be sufficiently disruptive as to adversely affect the ability of others to pursue their educational goals. When a contract is terminated due to discipline issue(s) no refund of any housing charges that are billed or scheduled to be billed will be made.

Student Responsibilities

It is the responsibility of each resident to become familiar with all Augsburg College and Department of Residence Life policies, administrative procedures, regulations, and community standards. The college will make every effort to make certain all information is available and easily accessible to students.

In general, each resident should:

- Respect the rights of others
- Respect the property of individuals, groups, and Augsburg College.

- Observe all Augsburg College (see the Student Guide for Augsburg community) and Department of Residence Life (Residential Guidelines) community standards, policies, procedures, and regulations, as well as the laws of the city, state, and federal governments
- Refrain from activities that interfere with the regular operation of Augsburg College
- Present identification upon the request of an authorized Augsburg College official
- Ensure that guests behave in a manner consistent with and in accordance with the Augsburg College and Department of Residence Life guidelines

It is the responsibility of each resident to understand these rules and regulations:

- When a violation occurs, it is the responsibility of each resident to meet with the RHD when requested. The student must meet with the RHD or to respond to charges or to provide clarification of the alleged violation.
- It is the student's responsibility to provide any necessary supporting documentation or witnesses on his/her behalf.
- It is the responsibility of each resident to keep appointments. If the student does not attend a scheduled appointment, the appointment may proceed as scheduled with a review of the case and the issuance of educational agreements or sanctions as necessary and appropriate. If there are emergency circumstances beyond the control of the student, permission to postpone an appointment may be allowed.
- It is the responsibility of each resident to comply with College officials by surrendering, when asked by Augsburg College staff members and/or law enforcement officials (e.g. Minneapolis Police Department), any contraband materials and/or items.

Student Rights

This discipline process is an established procedure that is made known to students.

Students have the right to:

- Notification of rules and regulations
- Right to a timely process
- Right to a response
- Right of confidentiality (consistent with law)

Disciplinary Process

As all students are expected to respect and uphold the policies of Augsburg College, we follow the guidelines set in the Student Guide. For the Augsburg College disciplinary process please go to

<http://www.augsburg.edu/studentguide/>

Community Standards & Policies

The residence hall community has an established set of community standards and policies for behavior that is consistent with the educational mission of Augsburg College. The information below outlines these community standards, which are above and beyond those outlined in the Augsburg Student Guide.

Academic Dismissals

The following steps must be followed by students who are dismissed due to academics:

- Must be properly checked out of his/her residence hall within 24 hours. This must be arranged with the Residence Hall Director.
- Students will be charged room and board for every day preceding proper checkout. Students will also be responsible for half of the remaining room charge.
- Appeals to this policy must be made to the Student Standing Committee within six months of dismissal. Contact the Enrollment Center for more information on the petition process. If you have any further questions, please contact the Housing Specialist at 612-330-1488.

Administrative Residency Modifications

Administrative Move

Resident students will be required to move to another room or hall within the residence hall system. This action means that he/she is not being successful living in the current residence hall environment and that another space will enable the student to have a fresh start. This sanction is a last step to measure before suspending the student from the residence hall completely.

Residence Hall Probation

Residence Hall Probation is a formal notice to the student that his/her behavior is unacceptable in the residence halls and continued misconduct could result in further disciplinary action. Residence Hall probation is for a specified period of time which normally will not include less than one semester or its equivalent up until graduation. During the probationary period, the student must demonstrate that he/she is willing and able to act in accordance with acceptable standards of residence hall life. The student may be required to resign any residence hall office or committee appointment, or may be subject to restricted participation in Residence Life programs.

Suspension from Residence Hall

The student will be required to vacate his/her residence hall room for a given time with the understanding that the student may move back in at the conclusion of that period. The student must surrender his/her key for the time of the suspension of residency. The student is not permitted to enter any residence hall during the suspension.

Termination of Housing Contract

Serious disruption of the residence hall community can lead to the removal of the student from the residence hall. Termination of the housing contract will result in the immediate removal of the student from the halls. In addition, this action could affect a student's future housing contract status with Residence Life. A signed contract for the future terms could be rescinded or a refusal to accept any future housing contract for a designated time period could be imposed.

Return to Residence Hall After Hospitalization Augsburg College requires a safety evaluation with the Director of Residence Life with any student prior to returning to a college residence hall following a discharge from hospitalization. This evaluation must take place upon discharge or within one business day following discharge if it occurs after hours or on a weekend during a housing contract period.

Alcohol

Please see Augsburg Student Guide for general alcohol policy and guidelines. Some that are specific to residential students and guests are:

- Residents are obligated and expected to obey all laws relating to the purchase, provision, possession, and use of alcoholic beverages.
- Under Minneapolis State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.
- It is a violation of Augsburg policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
- Department of Residence Life prohibits kegs, beer balls, and other similar beverage containers commonly used to serve multiple individuals.
- Public intoxication by an individual 21 years of age or older that is disrupting the community will be subject to disciplinary action.
- Public intoxication by an individual under 21, whether or not disruptive, will be subject to disciplinary action.
- Consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, balconies, or hallways). In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of his or her guest(s) who are students or non-students.
- If an underage student is found drinking alcohol in another room not his/her own, the resident(s) of that room may be held equally responsible for permitting the violation to occur.
- Residents of Mortensen, Anderson, and Luther Hall who have reached legal drinking age have the right to make their own decisions regarding possession and consumption of alcoholic beverages in their own residences as long as they are following the campus alcohol policy outlined in Augsburg Student Guide.
- Residents of Mortensen, Anderson, and Luther Hall who have reached legal age have the right to serve alcohol to guests of legal age in their own residences. The allowable amount of alcohol to be served is limited to 12 oz. of beer, 5 oz. of wine/champagne/sherry or 1.5 oz. of distilled liquor per person of legal age per hour of their use of alcohol (not to exceed a total of 3 drinks).
- Individuals under the age of 21 are prohibited to be in the presence of alcohol.
 - Provision to this policy is limited to the minor being in the presence of alcohol consumed by an individual over the age of 21 in shared residence as the contracted parties (i.e. roommates) according to the Department of Residence Life.
- No alcohol (possession or consumption) is allowed in Oren Gateway community and First Year designated housing. The residential portion of Oren Gateway is a place free of alcohol and illegal drugs. Oren Gateway residents and their guests may not use or possess alcohol or illegal drugs while in Oren Gateway. If an Oren Gateway resident or his or her guest choose to use such substances outside of Oren Gateway, the results of that choice may not have a negative impact on the residents or property upon return to Oren Gateway. Residents and their guests may not cause a disruption in Oren Gateway because they used substances elsewhere. Violation of this policy may result in reassignment to other available college housing outside of Oren Gateway.

- Since residential units with students under 21 are alcohol free; alcohol bottles, cans, bongos or other paraphernalia, whether as decorations or otherwise, are not allowed in rooms, bathrooms, or hallways.
- Advertising alcoholic beverages and tobacco products is prohibited. The sponsoring of College events or promotions by alcohol or tobacco companies is prohibited.

Additional guidelines for campus alcohol and other drug use are stated in the Augsburg Student Guide and are subject to change.

Barbecue Grills

- Students must receive authorization from the RHD or designee a minimum of 24 hours prior to using a grill.
- Grills must be set up on level ground at least 6 feet from sidewalks and 25 feet from buildings, structures and vehicles.
- Grills cannot be set up under trees or overhangs.
- Grills must be located so smoke does not enter nearby buildings.
- Charcoal must be completely extinguished and cold to the center of the charcoal before disposal.
- Grills must be used for cooking in the manner intended by the manufacturer and may not be used to burn trash, papers, wood, etc.
- Storing flammable liquids or gases is not permitted anywhere in the residence halls.
- Charcoal may only be kept in storage areas identified by a professional staff member.

Bicycles

Motorcycles/mopeds and bicycles may park only in the designated areas as shown on Map. Those parked in unauthorized areas may be removed without notice. The Map can be found at:

<http://www.augsburg.edu/dps/documents/bikemotorcycle.pdf>

There is a limited number of outdoor bicycle racks for residence hall bicycle storage.

- Bicycles left in hallways or stairwells will be confiscated and turned over to DPS.
- Any bicycles found on bicycle racks after Commencement will be removed (the lock will be cut if necessary).

Break Periods

Residence Halls are scheduled to open and close on specific dates; early arrivals and late departures are generally not allowed. Students are encouraged to make arrangements to move in or out by dates published by Cyndy Rowe, Housing Specialist. When exceptions are made, students can be charged additional fees based on an hourly or daily rate. During Winter Break and Spring Break, all first year designated housing is closed.

Candidate Access Policy

Minnesota Statute 211B.20 states that “It is unlawful for a person, either directly or indirectly, to deny access to...[a] dormitory...to a candidate who has filed for election to public office or to campaign workers accompanied by the candidate, if the candidate and workers seeking admittance to the facility do so solely for the purpose of campaigning. A violation of this sanction is a petty misdemeanor.”

The subdivision does not prohibit limiting visits by candidates or workers accompanied by the candidate to a reasonable number of person or reasonable hours; requiring a prior appointment to gain access to the facility, or requiring reasonable and proper identification as a necessary prerequisite to admission to a multiple unit dwelling

Therefore, Candidates who have filed for election may access the Augsburg College residence halls for door-to-door campaigning provided:

- a. The candidate or campaign workers must make an appointment to meet with the Director of Public Safety to make arrangements. The Director of Public Safety can be contacted during normal business hours, M-F, 8-4:30 p.m.
- b. The candidate or a campaign worker must contact the Director of Public Safety at least 48 hours in advance of the day they wish to access the hall(s).
- c. Since Augsburg requires resident students to escort their guests, a Campus Public Safety Officer must accompany the candidate and campaign worker(s), if any. The Director of Public Safety may designate a student to accompany the candidate or campaign worker.
- d. Augsburg College residence life staff will provide advance notice to students. Students may deny admittance into their personal residential unit. Students will be asked to post a sign on their door asking not to be bothered if they do not want to candidate or campaign worker to knock on their door.
- e. Candidates must furnish reasonable and proper identification to Public Safety.
- f. Visits by candidates and workers accompanied by the candidate for the sole purpose of campaigning are limited to 3 or fewer people and between the hours of noon to 9 p.m.

Candidates and/or campaign workers may also meet and greet students in the lobby of the residence hall(s). Candidates and/or campaign workers must call the Residence Life Office at least 48 hours in advance of the day they wish to be on campus. If the candidate and/or campaign workers make arrangements to be at a table, they may not go door-to-door in the residence hall.

Census Report

All residents are required to participate in a census report at the beginning of each semester. The census report confirms the occupancy of each residential building.

Cinder Blocks

Cinder blocks may not be used for raising or lofting beds and will be removed at the resident's expense of \$25/block. Any cinder blocks found in the residence hall at the end of the year will be billed to the resident responsible. In addition, any damage to furniture or floor due to use of cinder blocks will be billed to the resident(s) responsible. Devices designed for raising beds that will not damage floors or cause unsafe conditions are available for rental through a contract with Bedloft.

Commercial Business

Residents may not use their residence hall room, telephone or data lines for profit making purposes. Commercial businesses are not permitted in the residence halls or on the grounds surrounding them. Some exceptions are possible for programming events where a vendor's presence is a key component. The Residence Hall Director must authorize such events.

Collective Billing

All residents of a building or complex are responsible for the condition of the common areas. Common areas include, but are not limited to, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and

entryways. Damages or stolen college property from these areas, for which a responsible individual is not identified, will lead to the floor, unit, building, or complex community being billed for the repairs, replacement, or cleaning. Damage that occurs on floors, in suites, townhouses, flats, floorhouses, or units could be billed to the specific residents of those smaller communities.

If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed, fines increased, and/or judicial action taken.

Common Area Usage

Lounges, meeting rooms, lobbies, hallways, bathrooms, and kitchens in residence halls are areas held "in common" among the residents. They are not open to the general public. Residents may not remove furniture from any common area.

Contact the RHD and follow the guidelines in place for a given community to reserve common areas. It is expected that the area be returned to its original state after use. The sponsoring residents are responsible for any damage and clean up after an event. College and departmental policy on alcohol use and quiet hours must be adhered to in residence hall common areas.

Behavior in common areas should conform to the standards of the community as a whole. Loud, offensive, or lewd behavior is not acceptable. Residents should exercise good judgment and demonstrate consideration of others when using common areas. It is expected that the students monitor their living environment, especially the areas they use as a community. When damages are found in a common area, they are charged to the students living on the floor or in the building, depending upon the situation.

Controlled Substances

It is against Augsburg College policy to traffic in, manufacture, dispense, use, possess, sell, or be in the presence of any illegal drug. "Illegal drugs" includes legal prescription drugs that were prescribed to someone other than the individual in possession/using them. Department of Residence Life prohibits possessing drug paraphernalia, whether or not it is being used for consuming drugs.

While the College prefers to handle a student's use of any controlled substance on an individual counseling and medical-care basis, such treatment does not offer immunity from local, state and federal law. Any information that comes to the attention of the Department of Public Safety concerning the sale, exchange, or transfer of drugs from one individual to another may be communicated to public officials. The college cannot prevent federal, state, or local officials of law enforcement agencies from investigating and prosecuting drug law violators.

The residential portion of Oren Gateway is a place free of alcohol and illegal drugs. Oren Gateway residents and their guests may not use or possess alcohol or illegal drugs while in Oren Gateway. If an Oren Gateway resident or his or her guest choose to use such substances outside of Oren Gateway, the results of that choice may not have a negative impact on the residents or property upon return to Oren Gateway. Residents and their guests may not cause a disruption in Oren Gateway because they used substances elsewhere. Violation of this policy may result in reassignment to other available college housing outside of Oren Gateway.

Cooking and Appliances

Kitchens or Kitchettes are provided in residence halls for cooking. Residents are expected to abide by the following rules regarding cooking:

- Cooking is prohibited in hallways, bathrooms, and lounges.
- Student may not leave stovetop cooking unattended.
- Appliances with immersion coils, water heaters without thermostatic controls, and exposed coils (e.g. space heaters, toasters) are prohibited in the residence halls unless provided by Department of Residence Life or Department of Facilities and Risk Management.

- Appliances with self-contained, thermostatically controlled heating elements with automatic shut off may be used in student rooms.
- Appliances with open heating elements (e.g. coffee maker, griddle) may be used in kitchens or kitchenettes only.
- Use only electrical equipment identified with the Underwriter's Laboratories (UL) label.
- Freezers are not allowed in residential units.

Courtesy and Quiet Hours

Residents and their guests are expected to observe courtesy hours at all times by acting in a manner that is conducive to studying or sleeping. Courtesy hours are in effect 24 hours a day. Members and guests of a community are expected to observe courtesy hours and may be asked at any time to limit the amount of noise they are creating.

Quiet Hours are 10:00 p.m. – 8:00 a.m. Sunday-Thursday and 12:00 a.m. – 10:00 a.m. Friday and Saturday in all residential communities unless changes are authorized by the Residence Hall Director.

On the last day of classes each semester, “Round the clock” quiet hours are implemented until the last day of finals. During “Round the clock” quiet hours, amplified sound, loud talking in hallways, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

Custodial Services

Residents are responsible to regularly clean their own assigned living spaces. Custodial services staff cleans all public and/or common areas in residence halls. Extra fees may be charged for cleaning in neglected private living areas (as determined by Department of Residence Life). For emergency cleanups, such as an overflowing shower or toilet (wet vacuuming), immediately contact the Department of Public Safety at x1717.

Decorating Rooms

Resident rooms must be in the same condition upon departure as they were upon arrival as assessed by the RCR (Room Condition Report). RCRs are located electronically at Augnet\Residence Life\public\2011-2012. Paper copies can be access in the Urness/Mortensen Office suite during business hours. Room damages or decorating violations will be assessed at the resident's expense and repaired, if needed, during the resident’s contracted period. The following guidelines should be adhered to:

- Paper signage on the door may be no larger than 8.5x11 inches per resident.
- Pictures, posters, and other materials must be hung from 3M Scotch Clear Mounting Squares.
- Maintenance in student rooms and common areas may only be done by authorized staff.

The following items are not recommended for use:

- Nails or screws
- Tape (duct, packing, mounting, scotch, etc.)
- Other adhesives that will damage or discolor the walls (e.g. mounting putty, glues.).
- Walls should not be painted.
- Hanging or extending anything outside the windows is prohibited.
- Halogen lamps with bulbs over 150 watts are prohibited.
- “Octopus/spider” lamps may only be used with the UL approved wattage bulbs.
- Internal cables may not be spliced and run to individual rooms.
- Objects may not block the windows.
- No decorations may be placed on or hung from pipes or sprinkler heads.
- Hanging items from the ceilings is prohibited.
- Personal locks may not be added to your bedrooms or at any entrance of assigned spaces.

Donation Drives and Collection Boxes

Residents must contact their RHD for approval for any form of donation drive and/or collection box. Residents who sponsor such drives must adhere to the Department of Residence Life policy regarding placement, maintenance and removal.

Elevators

Tampering with the elevators can create life-threatening situations. Students who ride the tops of elevators or tamper with their functioning or use will be subject to severe disciplinary action.

Fire Safety

For Augsburg College policy on open flames and policy violations please see <http://www.augsburg.edu/studentguide/>. Tampering with fire extinguishers, sprinklers, fire and emergency doors and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm is a threat to safety and will result in an immediate discipline referral. Objects may not be 18 inches or closer to the ceiling or to any fire safety device. Failure to follow evacuation procedures during an alarm will result in immediate discipline referral.

- Storing flammable liquids or gases is not permitted in the residence halls.
- Use of open flame is prohibited in the residence halls. Religious events needing such accommodations should be directed to the Director of Residence Life.
- No incense, hookahs, or candles are allowed in residential spaces; presence of this is an immediate discipline referral.
- No use of machines or chemicals that actively push particles through the air (e.g. dry ice, fog machines, hazers, smoke machines).
- Students may not leave personal items in hallways or stairwells. Items not removed by the resident after the first warning will be removed and later addressed by the RHD.

Firearms & Weapons Policy

The carrying or possession of any type of firearm or weapon on the premises of Augsburg College is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry firearms under the Minnesota Citizens Personal Protection Act of 2003. This prohibition does not include licensed peace officers or approved security personnel.

For the purposes of this policy, the "premises" of Augsburg College are defined as any building or portion of a building, or property that Augsburg College owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Augsburg College is conducting any activity sponsored by Augsburg College.

- Any person violating this policy will be required to leave Augsburg College premises immediately. Any person who refuses to leave Augsburg College premises will receive a trespass notice and Augsburg College Security will contact the Minneapolis Police. Students who fail to comply with this policy will be summarily suspended from Augsburg College and referred to the Campus Discipline Process.
- Any employee or student employee found to be in violation of this policy will be subject to discipline, up to and including immediate termination. Any faculty member found to be in violation of this policy will be subject to discipline as outlined in the Faculty Handbook. Exceptions to this policy must be requested, in writing, in advance of entering Augsburg College premises, and may only be approved by the Augsburg College President.
- Possession of firearms, including rifles, shotguns, BB guns, dart guns, air guns, ammunition, explosives, or other dangerous weapons, instruments or substances in or upon college premises is prohibited.

Augsburg College has a zero tolerance policy regarding the possession, trading, or procuring of firearms or weapons of any form in the residence halls and in any campus building.

Fireworks

Fireworks are illegal under Minneapolis State law. Any use of fireworks will result in an immediate discipline referral.

Furniture

Furniture is provided to each residential unit as outlined below per resident:

Urness Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Mortensen Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Anderson Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Luther Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Oren Gateway	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs, Bed Table, Bed Shelf

Furniture may not be removed from a resident's room or any common area. Resident(s) will be billed for items removed, damaged, or missing from any room.

Gambling

All forms of gambling in the residence halls are prohibited. This includes, but is not limited to, poker, sports brackets, Bingo, and raffles for fundraising purposes. Free door prize drawings are allowed.

Guests and Escorts

One of the primary goals of The Department of Residence Life is to foster a welcoming and safe environment. To assist in accomplishing this goal, residents and their guests are required to follow the guidelines listed below:

- Guests are permitted in residence halls if they do not constitute a problem for roommates or other residents. Each resident is responsible for his or her guests.
- Guests may not remain in the residence hall for more than three consecutive nights within a given week – totaling 15 days per semester. Guest staying longer than this period of time may be charged. This cost may be shared by the residents hosting the guest.
- Overnight guests may not sleep in common spaces (e.g. lounges, hallways, and laundry rooms).
- Visitors to a building may not enter the hall without being escorted in by the person they are visiting. Visitors are required to access their contact person that they are visiting to be escorted while within the building.
- No room keys will be issued or given to guests.

Guests cannot exceed the maximum occupancy of a given space:

Facility	Maximum Occupancy
One Bed Apts, Suites, Studios, Urness Rooms	8
Two Bedroom Apartments	12
Townhouses	16
Floorhouses and Flats	30
Four Bedroom Apartments	15

Hall Sports

Playing sports and using sports equipment is prohibited in the residence hall common areas. Playing sports includes but is not limited to: gymnastics, running, wrestling, dribbling, etc. Sports equipment includes but is not limited to: basketballs, Frisbees, hacky sacks, toy guns (water, nerf, dart, paintball, etc.), skates, sticks, balls for throwing/kicking, gloves, etc. Possession or use of barbells and other weight-lifting equipment in residence hall common areas is prohibited except in designated areas. Small weights under 30 lbs. may be used. Any damage caused by hall sports will be billed to the responsible student(s).

Hazing

Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the College. Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to the student staff member, the RHD in his/her respective residence hall. Individuals who participate in acts of hazing are personally accountable.

Laundry

ASI Campus Laundry Solutions supplies the washers and dryers that are located in each residence hall, and provides service to the equipment. If you are having an issue with a machine, please contact your Residential Facilities Coordinator or complete a concern form found at:

<http://www.augsburg.edu/reslife/facilities/outsourceconcerns.shtml>

Leafleting, Canvassing & Petitioning

Leafleting and canvassing

Registered Augsburg Students may go door-to-door in the residence hall in which they live to register students to vote in local, state or national elections, and/or to advocate for political candidates who are running for local, state and national office. A student who does not live in a particular residence hall may go door-to-door if accompanied by a resident of that hall.

The hours for door-to-door are Monday-Friday 6 pm-9 pm.

A student will check-in with the Department of Public Safety through Dispatch, completing the check-in form. The student must show their student ID. The Department of Public Safety will confirm their registration and residence. The check-in form will also ask the student to sign that he/she understand that he/she:

- must escort any guests at all times
- is responsible for the actions of any guests
- agrees to abide by the hours, and any other procedural rules.

This does not replace the Candidate Access Policy. The policy amendment was adopted by the college on 10/26/04.

Personal Property Policy

From the Housing and Dining Contract: "The College is not responsible for personal property left in the residence areas after the expiration or cancellation of the contract and will not be responsible for property left in common spaces of the building during the contract period. The property will be considered abandoned and discarded by the College. The resident will be responsible for any cost incurred by the College for the removal of abandoned property.

To ensure the security of residents' property be advised of the following:

- An item not removed by residents in a common area (including laundry rooms) violates fire safety codes and is addressed by the RHD or designee.
- Any food or furniture is immediately discarded.
- Property that is left in a living unit upon resident's departure will be handed in the following manner unless it poses a safety or health risk:
 - Staff will assess all abandoned property following unit vacancy
 - Any item with an estimated value of 50.00 or greater will be held for 60 days
 - Any student can connect with Residence Life to reclaim property
 - If, after 60 days, property is not claimed, the Department of Residence Life will discard the items.
 - Any item with estimated value less than 50.00 will be discarded.

Petitioning

Residence hall members are allowed to petition in their own hall or complex under the following rules:

- The resident attends a meeting of the Residence Hall Leadership Organization in their hall,
- notifies the organization of the days and times he/she intends to petition, and receives permission from the organization to proceed.
- If the Residence Hall Leadership Organization is not active, the resident may submit her/his notification (as outlined above) to the Residence Hall Director.
- The petition subject matter is of a topic that relates to the community in which she/he lives.
- The petitioning does not take place during quiet hours.
- The RHD notifies the hall or complex of the petitioning to take place, indicating that residents may place a sign on their door(s) indicating "No Petitioning" if they do not wish to be approached.

If any of the above guidelines are not followed, the petitioner will be asked to stop petitioning and if not cooperative, could be subject to disciplinary action.

Lockouts and Lost Keys

Department of Public Safety staff members will not provide entry to a room for anyone. Exceptions may only be made in case of emergency as determined by a full-time staff member.

Residents are responsible for their building and room keys. Residence hall exterior doors are locked at all times.

Residents who are locked out may contact the Department of Public Safety, located in the Urness/Mortensen Lobby. A lockout charge of \$20 will be billed to the student. Students with electronic access who lose their access card or FOB need to report the loss to Department of Public Safety. A charge of \$35 will be billed to the student for a replacement card or FOB.

All lost or stolen keys should be reported to Augsburg Department of Public Safety and the Department of Residence Life staff immediately. The lock core will be replaced at the students' expense. There are no exceptions to this policy. Keys may not be duplicated or loaned.

Lofts

Residents are not allowed to use homemade lofting units. Any found in non-compliance will be charged for the removal and are subject to disciplinary action. If a resident wishes to have their bed lofted, it must be done with materials provided by renting a loft with Bedloft.

Motor Vehicles

Storing or parking motorized vehicles in residence halls is not permitted. Motorcycles/mopeds and bicycles may park only in the designated areas as shown on Map. Those parked in unauthorized areas may be removed without notice. The Map can be found at:

<http://www.augsburg.edu/dps/documents/bikemotorcycle.pdf>

Murals

The Residence Hall Director must approve mural designs. If a student wishes to paint a mural he/she must contact the RHD to receive a request form and guidelines. All submissions must include a full color drawing with the mural request form. Failure to follow the guidelines, receive approval, or complete the mural will result in charges to the student(s) for repainting of the wall.

Pets

All students residing in a residence hall are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons.

Posting

For the convenience of Augsburg organizations, please observe the following guidelines when seeking to post advertisements in the residence halls:

- Non-Department of Residence Life (College registered or non-profit organizations) flyers or announcements may only be posted with the permission of Department of Residence Life staff. No other organizations or groups are permitted to post in the residence halls.
- All flyers must be taken to the Residence Life offices at either Anderson Hall or Urness/Mortensen Lobby for approval before they are posted. Poster approval and stamping guidelines are outlined on A-mail at the beginning of each semester.
- Non-Department of Residence Life organizations must leave approved posters at the Residence Life offices in Anderson Hall and the Urness/Mortensen Lobby where student staff will retrieve them for posting. Allow 5 business days, prior to the event, for posting.
- Flyers and announcements may be posted on designated spaces only. Residence hall staff will monitor bulletin boards for inappropriate usage. Any materials lacking the name of a sponsoring group or appropriate approval stamp will be removed and discarded.
- Posters should be 8.5"x11" in size. Accommodations will be made for posters up to 17"x24"; organizations should realize that this size will limit the quantity approved for posting.

Areas that are not to be used for posting include:

- painted areas other than Augsburg off-white
- outside walls of buildings
- sidewalks
- glass on doors

Residency Requirements

To live in on-campus in Augsburg College residential facilities, residents must be an enrolled Augsburg student in a Day program. Any questions related to residency requirements should be directed to the Housing Specialist, 612-330-1488.

Room Change Requests

Any resident wishing to apply for a room change must first contact the RHD. During the first 15 days of each semester, residents may apply for a room change, but requests will not be processed. Once a student receives another assignment he/she must sign a new housing contract. Students are not able to move until they receive authorization from the Housing Specialist or designee. Moving prior to this notification may result in disciplinary action.

Residents requesting direct room switches with another resident must not move or take possession of the new room until they have received official authorization from the Housing Specialist or designee and all residents involved have signed a new housing contract. Each resident involved in a direct switch must come to the Housing Specialist or designee together to sign new room contracts. Failure to do so may result in improper checkout fee of 100.00.

If a student switches rooms without permission, he/she could lose the right to live on campus, be assessed a fees associated to illegal room change, and/or other disciplinary action could be taken.

Room Condition Report

Each resident must review their Room Condition Report (RCR) and provide any notes or information to the Urness/Mortensen Residence Life Office by the allotted time. This RCR is to be used to record any existing damage to the student's room. Any damages noted during room inspections, which were not recorded on the RCR are the resident's financial responsibility. Residents are responsible for any damages to their assigned room. If a resident changes rooms or leaves the college, he/she must have a staff member inspect the room before it is vacated or express vacate. All StepUP residents are required to complete a "face to face" inspection with a residence life staff member. At the end of the contract period, all residents must abide by Department of Residence Life checkout guidelines.

Appeals to damage assessment may be made only by the resident via email to Department Residence Life damage appeals committee (reslifeops@augzburg.edu). Rules and address for appeal submission and time line are posted on Department of Residence Life web site. Residents who fail to abide by check-out procedures are issued at 100.00 improper checkout fee.

Room Entry

The College holds the student's right to privacy as a high value. The College will abide by the following procedures pursuant to entering or searching College property leased by students with the understanding that this procedure in no way limits bona fide law enforcement officials from lawful search.

Augsburg College or its agent shall have the right to enter a student's dwelling unit under the following stipulations and understandings.

1. To make necessary repairs or maintenance at any time.
2. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared or where emergency entrance is permitted by law.
3. In circumstances when it is believed that a violation(s) or Residence Life or College policy is taking place.
4. The College will make a general check of all rooms during scheduled periods. This will take place in the halls and all College-owned dwellings by hall staff.

Illegal materials or items in plain view may be addressed with the resident(s) of the room if they are noticed in the course of room maintenance, room inspections, or in response to violation of College or Residence Life policy. Disciplinary action may be taken.

In all cases involving suspected violation of College regulations, rooms will be entered by at least two persons, one of whom will be the College professional staff member. The student, if present, will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized College representatives will carry out the search. These belongings will be returned after the disposition of the case by appropriate College or civil authorities when it is lawful to do so. If students believe that their room or other leased property has been unlawfully entered, they may see redress before the Director of Residence Life or the Director of Public Safety.

Safety

A student may not allow access for another person unless s/he is the host for that person or specifically knows that the person is a current resident of the building. Students may not prop residence hall entrance doors open as this jeopardizes the security of the building. Tampering with non-emergency equipment or elevator emergency phone call buttons is prohibited.

Students are not permitted on roofs, ledges, overhangs, balconies accessed through a window, or permitted to climb the exterior of buildings. Hanging antennae, flags, or other materials from the exterior of buildings is not permitted. Throwing anything out of the windows, off balconies, or off the roof is not permitted. Use of residence hall windows for the purpose of entering or exiting the building is prohibited and subject to disciplinary action.

Safety and Sanitation Inspections

Safety and Sanitation Inspections are performed bi-annually in the residence halls by Residence Life student and professional staff. The inspections take place around mid-semester. It is your responsibility to maintain your room within reasonable standards of room cleanliness. Staff members also check for safety hazards. Violations of College or residential policies and procedures result in immediate correction; necessary fines or repairs will be assessed and applied to parties residing in space.

Seasonal Decorations

Natural evergreen trees, boughs, and wreaths are not permitted in residence halls. Artificial decorations made of plastic may be used and must be clearly marked as being made from a slow burning or a non-combustible material. Metal trees are also acceptable, with illumination by spot or reflective lights only. Seasonal lighting must be identified by an Underwriters Laboratories label (UL). Any perishable items used for decoration must be properly disposed of in a timely manner. Residents must remove all winter seasonal decorations at the end of December finals.

No decorations may be placed on or hung from pipes or sprinkler heads.

Service Animals and Assistance Animals

Per Title III of the ADA, Augsburg College accommodates service animals, which are limited to dogs. Students with service dogs are permitted to bring their service dog in all areas of a place of public accommodation. This includes any private residence space assigned to the student. Documentation of need for a service animal/dog should be sent to the Access Center, curtiss@augsborg.edu or Campus Box# 208 for review.

Per the Fair Housing Act, Augsburg College provides reasonable accommodations for assistance animals (including an emotional support animal) in the residence halls. A reasonable accommodation is:

- (1) the person has a disability;
- (2) the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and
- (3) there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

The College will not permit assistance animals if they would pose a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the provider's operations. Therefore, for example, if a roommate has asthma or allergies or fear of the animal, it is not reasonable for the animal to live in the room/apartment. Documentation of need for a therapy/companion animal should be sent to the Access Center, curtiss@augsborg.edu or Campus Box# 208 for review.

Approved animals must have all required vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is due at time of approval.

Smoke Detectors

Each room is equipped with a smoke detector. It is not to be disconnected at any time for any reason. It is not to be covered at any time for any reason. Students found tampering with smoke detectors will go through the conduct system. Residents should notify the Department of Public Safety at 612-330-1717 immediately if a smoke detector is not working properly.

Smoking

Smoking is prohibited in all College undergraduate residential communities with any device (including but not limited to cigarettes, hookahs, electric cigarettes, and cigars). This includes student rooms, offices, lounges, entryways, hallways, kitchens, bedrooms, elevators, balconies, and stairwells. In order to maintain compliance with the Minnesota Clean Indoor Air Act, as of June 1, 1994, all campus buildings are smoke-free. Residents who choose to smoke are asked to stand a minimum of 15 feet away from all entrances and windows, building, any extending wall, awning, other building feature, or where it is otherwise posted.

Storage

Storage space is not available in residence halls for College furniture or personal belongings. Screens and blinds must remain in place; removal is prohibited.

Substance Free Housing

The residential portion of Oren Gateway is a place free of alcohol and illegal drugs. Oren Gateway residents and their guests may not use or possess alcohol or illegal drugs while in Oren Gateway. If an Oren Gateway resident or his or her guest choose to use such substances outside of Oren Gateway, the results of that choice may not have a negative impact on the residents or property upon return to Oren Gateway. Residents and their guests may not cause a disruption in Oren Gateway because they used substances elsewhere. Violation of this policy may result in reassignment to other available college housing outside of Oren Gateway.

Trash and Recycling

Residents must collect all trash and recyclable materials in their room or living space and take these materials on a regular basis to floor or building trash and recycling areas. No personal trash may be left in bathrooms or common areas of the residence hall. Bodily fluids and biohazards are not permitted in trash and recycling containers.

Vomit Clean-up

Vomit in common areas is the responsibility of the community. Individuals responsible should take proper measures to clean the area. Failure to do so may result in individual or collective billing damage charges.

Waterbeds and Hot Tubs

Waterbeds and hot tubs are prohibited in the residence halls.

Work Request

When an item in your residential space is not working properly or the conditions of the facilities are poor in nature, residents should submit a work request via the Department of Residence Life web site at <http://www.augsburg.edu/reslife/facilities/workrequestform.shtml>. This request acts as formal permission on the part of the resident for the College to address the facilities' needs in all capacities. Each request is reviewed by the Department of Residence Life Facilities Coordinators for quality control.

Most frequently, the Facilities Coordinators forward requests to the Department of Facilities and Environmental Safety. The Department of Facilities and Environmental Safety will assign staff or vendors who will access these residential spaces between 9:00a -6:00p Monday through Friday to address the concerns.