

Housing and Residence Life



Welcome to Residence Hall or Apartment living at Troy University. This type of living will be a unique experience for many of you and can prove to be a most educational and enjoyable one. By selecting Troy University, you also selected the standards and regulations of the university that are found in this publication. These policies apply to both residents and their visitors. Each hall is staffed with full-time students as well as professional staff that seek to provide educational, social and cultural advantages for the residents. The residences are designed to provide a relatively home-like and intimate atmosphere along with the experiences of group living.

Housing and Residence Life Office

100 Shackelford Hall
334-670-3346

General Policy

EVERY undergraduate student under 19 years of age must file a “Statement of Housing Intent”, whether residing on or off campus, with the Director of Housing, 100 Shackelford Hall, Troy University, Troy, Alabama 36082. All unmarried students who have not reached the age of 19 years prior to the first day of registration in the semester for which they enroll are required to live on campus the entire academic year or remaining portion thereof, unless recognized by the university in writing as residing with a parent at a stated home address. Home addresses must be within a reasonable commuting distance. For specific commuting information, please contact the Housing and Residence Life Office, Shackelford Hall 100, 334/670-3346.

ALL STUDENTS RESIDING IN UNIVERSITY HOUSING ARE REQUIRED TO RETAIN THEIR RESIDENCE FOR THE ENTIRE ACADEMIC YEAR, OR REMAINING PORTION THEREOF, UNLESS THEY WITHDRAW FROM THE UNIVERSITY. PROVIDED, HOWEVER, IF A STUDENT WITHDRAWS FROM BUT THEN RETURNS TO THE UNIVERSITY DURING THE SAME ACADEMIC YEAR, THE STUDENT WILL BE REQUIRED TO LIVE ON CAMPUS FOR THE REMAINING PORTION OF SAID YEAR. This policy shall not apply to married students.

HOUSING ASSIGNMENTS ARE FOR THE ACADEMIC YEAR AND ARE NOT GUARANTEED FROM ONE YEAR TO THE NEXT DEPENDING ON THE NUMBER OF STUDENTS THAT ARE REQUIRED TO RESIDE ON CAMPUS IN ACCORDANCE WITH THE GENERAL HOUSING POLICY THAT REQUIRES ALL NEW INCOMING STUDENTS UNDER 19 YEARS OF AGE TO RESIDE ON CAMPUS UNLESS THEY MEET THE CRITERIA TO RESIDE OFF CAMPUS.

THE HOUSING OFFICE WILL NOTIFY RESIDENTS CONCERNING THE RECONTRACTING PROCESS EACH SPRING SEMESTER.

On Campus Living (Residence Halls)

A completed housing contract from the University website along with a required, non-refundable \$100.00 application fee, should be submitted to the Housing and Residence Life Office well in advance to assure the best chance of hall and roommate choice, which is honored whenever possible. Early application is especially important for Fall Semester. Applications for housing are available electronically through the following address: <http://www.troy.edu/housing/housing-contract.html>. Complete form and submit. Payment is made by credit card. Enrollment and Housing applications are a separate process. Acceptance to the University must be granted before a housing assignment will be made. Residents must be registered for at least one class at the Troy campus in order to reside in the residence halls. Applicants are notified of room assignments prior to the students beginning term. Students must notify the Housing and Residence Life Office in writing to cancel room assignments. It

is necessary to cancel the room so that the space can be assigned to someone else if the student will not be living in residence. If the student does not honor the reservation by occupying the room by 5:00pm of the last day of regular registration, the room is lost unless the cause is beyond the control of the student (academic suspension, illness, etc.). If a student is going to check-in after 5:00pm on the last day of registration they must notify the Housing & Residence Life office, otherwise they will be assessed for late check-in.

Off-Campus Residence

All off-campus students must keep the university informed of their current local street addresses and telephone numbers. The need to contact students in the event of emergencies or urgent administrative matters make it absolutely essential that any change in address from that stated at registration be promptly reported to the Records Office, 135 Adams Administration Bldg., ext. 3164.

Eligibility for Off-Campus Residence

It is the student's responsibility to prove that he/she is eligible to reside off-campus. Such eligibility is documented at registration and falsification will subject the offender to disciplinary action to include voiding of registration with loss of fees.

For more information, e-mail Sara Jo Burks, Assistant Director of Housing and Residence Life at sburks@troy.edu or call at 334/670-3346.

Regulations for Students Living In Residence

The following rules and regulations apply to all students who reside in or visit university housing:

- **Cooperation:** Those living in and visiting residence facilities will cooperate with university personnel and with each other in maintaining a routine of living conducive to wholesome college life.
- **Accessibility:** Residents are responsible for the cleanliness of their own rooms or suites. The university unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to affect other steps necessary and advisable for the safety, security and conduct of its residence programs.
- **Rights of Others:** The University reserves the right to revoke the privilege of living in and visiting residence whenever the actions of a resident or visitor are not conducive to good study habits or when such actions interfere with the rights of others.
- **General Conduct:** Residents and visitors are expected to maintain reasonable quiet in and around all campus buildings at all times. Violators are subject to the penalties stated in the university "Standards of Conduct".

Discarded Items (Students that are academically suspended)

Students who will not be returning to their assigned room but have items in the room must make arrangements to remove their items by the day the halls open for that term. Unclaimed items will be discarded on the first day of class if prior arrangements have not been made.

Interim Housing

Students who desire Interim Housing must sign up at the Housing Office by December 1st for housing between fall and spring semester and by May 1st for housing between spring and summer semesters. Prices and forms are available at the Housing Office.

Key Return

Students may not keep room keys between semesters unless authorized by the Housing Office to do so. All keys must be returned at checkout for each semester. See Residence Hall Policies for more details.

Meal Plans

All residence halls with the exception of Pace Hall require a meal plan. See Residence Hall Pamphlet or web site for details and prices. Sorority and Fraternity Houses may opt to purchase the commuter meal plan.

Moves

Students who wish to move from one room to another or to a different building must see a Residence Life Staff member and complete a Move Request Form. Moves are approved provided space is available and the request is submitted within the move/swap time frame. Requests to move after the move/swap time period will be approved at the discretion of the Coordinator of Residence Life and may be subject to a \$50.00 late fee. No moves are permitted without written approval prior to the move. Unauthorized moves or swaps are subject to disciplinary action and fines.

Other Regulations

Additional regulations pertaining to residence hall and apartment living are found in the General Residence Hall Policy Pamphlet and attachments to contracts.

Room Consolidation

Double occupancy rooms should be occupied by two persons. When one of the occupants moves, the remaining student must agree to consolidate or pay for a private room. If residents agree to accept a roommate, but are not willing to move, the move will be decided by the housing officials based on classification, length of residence, logistics of both rooms, and distance from each other's permanent address. This policy also applies to Trojan Village Apartments. If an apartment is occupied by only one resident the Housing Staff may require the resident to consolidate with another apartment.

Semester Breaks

Between the fall and spring semester students are allowed to leave items in the room, provided they are returning to this same room for the spring semester, but the university is not responsible for any lost or stolen items during the break. If the student has requested and been approved to move to another residence hall or room for the spring semester the student must remove all items from their present room upon vacating at the end of fall semester. See the Residence Hall Policies for more details.

Withdrawals

Students who have moved into residence and have items in a room and are in possession of a room key must remove their personal items and return the room key to a Residence Life staff member and sign a withdrawal from residence form immediately upon withdrawing. Students who withdraw must vacate the room within 24 hours of withdrawing and are not allowed to store items in the room indefinitely. If items are not removed in a timely manner the items will be discarded. If keys are not returned, the lock will be changed and a lock change fine will be assessed. Room rent is not refundable after the last day of registration for the term.

Policies

The Office of Residence Life strives to provide a safe and comfortable living environment for all on-campus residents. In order for on-campus living to be an enjoyable experience for everyone it is important to recognize that cooperation is vital. Residents may need to make adjustments to their lifestyles and attitudes by respecting the rights of others and recognizing that respect for privacy, healthy living, and observance of established guidelines and policies will help everyone ultimately in maintaining an environment that is conducive to good study habits and a comfortable living environment for all. Safety is very important to the Residence Life Staff and therefore will be taken seriously when violations occur. The Residence Life Staff are willing and eager to assist students as

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they adjust to living away from home and other issues that arise for students, and serve as role models and mentors for other students. The goal of the Residence Life Staff is to guide students in making decisions that will benefit them throughout their college and professional careers. We look forward to making new friends with students and parents as we grow and learn together.

Abandoned Items

In those instances where items are left in residence hall rooms or storage rooms for as long as one semester after the owner has moved from the hall, or where the items are not marked as to ownership, the Housing and Residence Life Office shall declare them abandoned and dispose of them. Students who withdraw from school or fail to return to school after a break period should remove items within 72 hours or contact the Housing Office regarding disposal. Items that are not claimed within 30 days will be considered abandoned and will be disposed of.

Alcohol

The Alcoholic Beverage Policy can be found in The Oracle and will be enforced by the Housing and Residence Life Office. Any questions concerning the policy can be directed to the Housing and Residence Life Office.

Appliances

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems can present fire and safety hazards. The following guidelines shall govern the use of electrical appliances, outlets, and power strips with re-set button in residence hall rooms:

- Any electrical appliance with an exposed heating element is prohibited.
- Extension cords are not permitted, only power strips with reset features.
- Only grounded extension cords/power strips may be used with appliances requiring grounding.
- Multiple-outlets with built-in breakers should be used when the required number of outlets is greater than the number of outlets in the student's room.
- Privately owned air conditioners are not permitted.
- Resident owned refrigerators are allowed in the residence hall rooms where a University owned Micro-Fridge or full-size refrigerator is not furnished. In this event they are allowed provided that they do not exceed the following electrical requirements: Operate at 118 volts (plus or minus 5%) at 60 Hertz (60 cycles per second) and not to exceed 1.5 ampere or 180 watts of power. Micro-waves must not exceed 800 watts maximum.
- Other appliances, such as radios, CD/Cassette players, desk lamps, computers, TV's and electric blankets, are also permitted provided the total electrical requirements do not exceed the capability of the system.
- All electrical equipment and cords must be kept in safe operating condition.
- Outside antennas are prohibited.
- Irons may be used with ironing boards only.
- Cooking in residence hall rooms (excluding those with kitchen facilities) is limited to the following appliances which may be used for the intended purposes: sealed unit coffee makers and popcorn poppers; crock pots; and toasters (No open face elements are allowed).

Residence hall staff has the responsibility to ensure compliance with this policy and to stipulate any necessary changes in use of appliances and/or outlets.

Bicycles

Non-motorized bicycles are permitted in student rooms, but may not be ridden or stored in hallways, stairwells, or any other areas in the hall itself. Bicycles left unattended anywhere in the halls other than the student's rooms should be turned over to the University Police (670-1999). Motorcycles and similar vehicles are not permitted in the residence halls. Small riding scooters should not be ridden inside residence halls, but may be pushed to the resident's room to store. They are not allowed to be left in hallways or stairwells.

Bicycle/motorcycle racks are available adjacent to each residence hall. Residents should be encouraged to take their bicycles home with them during breaks to prevent the possibility of theft. Additionally, residents should take other precautions against theft, such as registering their bicycles with the University Police through Operation I.D. (670-1999).

Cancellation Policy

Cancellation Prior to the Start of a Semester:

Cancellations must be made in writing to the Housing Office and postmarked by the cancellation deadline to avoid late cancellation fees. There is a cancellation form available online for this purpose at https://forms.troy.edu/forms/housing/Room_Confirmation.html. The academic year housing contract becomes binding after the cancellation period has passed. Persons enrolled at the university will be held to the terms of the contract if written cancellation is not received prior to the day before classes begin for that term. New students who have applied for spring semester must submit written cancellation before December 1 in order to be released from the contract. New students canceling after December 1 will be held to the terms of the contract if enrolled.

Cancellation After the Start of the Semester:

The contract may be terminated after the start of a semester for the following reasons: withdrawal, marriage, fulfillment of academic programs requiring a student to move out of the area (e.g., student teaching), graduate, or circumstances that are determined by the university to be beyond the student's control. Notification must be submitted in writing to the Housing & Residence Life Office prior to the cancellation deadline, and documentary evidence will be required to show cause for cancellation. Housing does not release students who have decreased their class load from full-to part-time status, or for failure to have read this contract completely, or for pre-existing medical conditions.

Check-In

Check-in dates for each semester are available on the website and are also provided to students on their housing assignment, school emails and are posted on Bulletin Boards in the residence halls. All students must claim their room by 5:00 p.m. on the day before classes begin each semester or notify the Housing Office in writing by email or fax of a need to check in late in order to hold the room and avoid late check in fees.

Check-Out

Each semester the Housing Office will provide information to the students regarding check-out instructions. All students that are not graduating should plan to vacate their room within 2 hours after their exams end for non-graduates. Non-graduating students should be out by Wednesday before graduation and graduating seniors may remain until 2:00 p.m. on graduation day. Students will be required to sign up for an appointment time with their Resident Assistant to inspect their room for cleanliness and damages and should return the room key and sign all check out paperwork before leaving. Students that fail to follow correct check-out procedure will be subject to applicable fines. All rooms must be swept, mopped or vacuumed. Bathrooms in suite-style rooms must be cleaned including toilets, showers, mirrors, floors, and sinks. Micro-

fridge units or refrigerators must be defrosted and cleaned thoroughly on the inside and emptied of any contents. Stove ovens and burners must be properly cleaned as well as any hood/fan units above stove. Desk areas, window sills and storage areas must be wiped or dusted. Students who have questions regarding check-out procedures should contact their Resident Assistant, Community Director or the Housing Office located in Shackelford Hall.

Collective Damages

If damages to a room or hall area occur and the person(s) responsible cannot be determined, all residents of the room or area may be fined collectively. Anyone wishing to report damages may see their Resident Assistant or Community Director if they have direct knowledge of vandalism or accidental damage.

Commuter Policy

Students under the age of 19 are required to either reside on campus or may commute from home provided they live within a 60 mile radius of Troy, AL. Students desiring to commute from home must complete the Off Campus Form which may be found on the Housing website. Students who are over 19, married or the parent of a dependent child may also be cleared to reside off campus. Students must declare either on or off campus status and be cleared by Housing in order to register for classes their first semester.

Contractual Obligation

The housing application/contract is for an academic year. By definition an academic year is stated as being the fall and spring semesters. If a student withdraws but later returns and registers for classes during the semester for which he withdraws, the student will be required to complete the on-campus contractual obligation. For more information refer to the housing contract which is available on the website. The signed contract becomes a legally binding document between the university and the signee for both the fall and spring semesters, or the balance of time remaining at the time of assignment. The residence hall application and contract are for accommodations in a residence hall and do not guarantee specific hall or roommate preferences. Residents must be enrolled to live on campus and are responsible for knowing and abiding by the rules and regulations contained in this contract, the University Policy Website and the [Oracle](#).

A. Occupancy

This contract is personal and may not be assigned or transferred to another person. The space may not be sublet. The resident agrees not to allow any persons other than the assigned roommate to live in the residence hall room or suite. Violation of this restriction is considered serious and may result in fines, eviction from the residence halls, or expulsion from the university. The period of occupancy begins upon receipt of a room key by the resident and will terminate within 24 hours after his/her last class or examination.

B. Housing Fee

The contract binds a student to pay housing rental fees according to the university payment schedule for one academic year. The rental fee is billed per semester and is subject to final approval by the Board of Trustees.

Cooking

Kitchens are provided in some residence halls for student use. Students are reminded to use extreme caution when cooking. Cleanliness is also essential due to sanitation concerns (odors, ants, roaches, rodents, etc.). When several people share a kitchen, students will be held responsible for any damages or excessive clean-up charges resulting from cooking in the residence halls. See also "Appliances"

Damages

The Housing and Residence Life Office holds each resident financially responsible for the condition of their assigned room and for all the furnishings which are assigned to their room. The office holds each resident financially responsible for their share of the expense of replacing or repairing any property in common areas (such as hallways, studies, lobbies, etc.) when such losses or damages are determined to be above and beyond normal wear and tear.

The housing office, at its sole discretion, will determine the charges for damages and cleaning. Repairs or replacement of items may not be done by residents. The office will place the charges on the student's account.

Any damages that have occurred during the course of the academic year need to be reported as they occur. All work orders that are turned in bring about an investigation of the circumstances surrounding the work order. All legitimate work order requests (items that are a result of normal expected wear and tear) will be forwarded for completion while others will result in a charge to the student(s) responsible for them. Your assistance in identifying the individual(s) responsible may be requested. If student(s) responsible cannot be identified, the damage will be billed to the entire floor/wing/building. It is to your advantage to report malicious damage as it occurs to avoid the entire floor/wing/building from assuming the responsibility for damage.

Decorations

Residence Hall Rooms

The efforts to individualize student rooms is encouraged, however we must ensure that any decorating or construction does not create any safety or fire hazards, make periodic maintenance impossible, or cause damage to the residence halls. The resident will be held responsible for any damages to a room with the exception of normal wear and tear. In view of these facts, all residents must ensure that the following conditions are met when decorating rooms. Residents will be required to change the design of all structures and decorations which do not meet standards set by the Housing and Residence Life Office and/or any judgments rendered by the Fire Marshall of the State of Alabama. If these required changes are not made, the Housing and Residence Life Office reserves the right to remove all construction from the room. Residence Life staff will make periodic checks. Residents are not allowed to paint their rooms or change the color of the room without direct permission from the Housing Office.

A. General Requirements

- No holes should be placed in the walls or any furnishings belonging to the University. The use of non-approved tape or adhesive is also prohibited.
- If command strips are used and damage results the resident will be held responsible for damage to the wall which usually consists of having the surface puttied, sanded and painted and in some instances the entire wall must be painted to match. If this is the case the cost to repaint the entire area is assessed.
- When necessary to place something on a painted surface, a good grade of masking tape will normally not result in damage to a painted surface as long as the masking tape is carefully removed. No stickers other than the University inventory numbers are to be placed on room doors, furniture and glass surfaces. Contact paper, stickers or other objects may not be affixed to the metal cabinets or other surfaces or furnishings in the room.
- Electrical accessories must be UL approved. Electrical devices will not be spliced into existing wires.
- Any mess made in public decorating projects will be the student's responsibility to clean up. Excessive piles of lumber or other construction materials in hallways are prohibited. Failure to properly clean-up will result in the students being assessed a clean-up charge.

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- When the students move out of a room, it must be returned to the original condition at check in. All construction must be removed by the residents one week prior to the first day of final examinations of the student's last semester of the regular school year. Residents may not leave the construction erected over the summer semester. Any damage to the room will be the resident's responsibility.
- All residents of the room must agree to any decorations or construction.
- All carpets are to be of the fire-retardant Class A or B.
- All drapes are to be made of fire-retardant fabric.

B. Holiday Decorations

- No candles or other open flame may be used.
- No live (natural) trees are allowed in student rooms. Metal, artificial trees may not be wired with tree lights.
- All lights or other electrically operated decorations must be in good condition, carry an Underwriter's Laboratory (UL) Certification, and be approved by the Community Director or the Assistant Director of Housing and Residence Life.
- Student room doors and windows may be decorated as long as the decorations do not deface or damage property or create a fire hazard. Any materials that are difficult to remove or will result in damage upon removal are forbidden. Any materials placed on these surfaces must be in good taste and in compliance with University Policy.
- All trees and other decorations are to be taken down and removed from the premises by students prior to the closing of the halls for the holiday break.

Public Areas

Residence hall entrance doors, doors and windows in other public areas may be decorated as long as the decorations do not deface or damage property or create a fire hazard. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Decorations violating this policy may be removed by the hall staff. Decorations in any public area of a residence hall must receive the approval of the Community Director or the Assistant Director of Housing and Residence Life.

Homecoming Decorations

Residence halls may prepare decorations and displays in celebration of "Homecoming". Prior to the construction and erection of homecoming displays, the following procedures will be followed:

- Community Directors will assist residence hall committees in developing appropriate decorations or displays. The Community Director will approve all display plans.
- In addition to submitting plans for decorations for approval, the sponsoring group must also present plans for restoring the area after the homecoming weekend. Sponsoring groups will be responsible for removing displays not later than the Monday following homecoming weekend.
- If there is a cost for the materials to construct the display, a budget must be submitted to the Community Director for approval.

Drugs

Unlawful manufacture, sale, delivery, use or possession of any drugs or drug paraphernalia defined as illegal under local, state, federal, or University guidelines is prohibited. Prescription medication and vitamins should be stored in the original bottle with the resident's name on it.

Emergency Equipment

Malicious or unwarranted tampering with or damage to fire safety equipment belonging to the University is prohibited. This includes but is not limited to: fire alarm equipment, smoke detectors, fire extinguishers, exit signs and locking devices.

Escort Policy

All non-residents must be escorted by a resident of the hall to and from the main lobby and anywhere in the building 24 hours a day. All residents have the responsibility for informing guests of the escort and visitation policies.

Firearms

Students are prohibited from possessing firearms or other dangerous instruments on University property. No firearms will be permitted in the residence halls at any time. Weapons may be stored at the University Police Department.

Fire Drills

A Fire Drill will be conducted at each resident hall near the beginning of each semester. The drill may or may not be announced. Students present in the building when the fire alarm sounds should exit the building and go to the designated area for evacuation for their building or quad area.

Students who fail to exit the building may be subject to a fine or judicial action. Students should always exit the building whenever the fire alarm sounds and should take the matter seriously for safety's sake.

Furniture

Each student room is provided with certain items of furniture. Students may not move additional items into their rooms from public areas of the halls or from other student rooms; neither may they remove items from their rooms that are furnished by the University without prior approval of their Community Director. Resident Assistants are to check rooms as assigned by the Director to ensure that furniture is not missing or damaged and that residents have not moved furniture from the public areas to their rooms.

Gambling

Gambling in any form is prohibited in and around all residence halls.

Guests

Residents are responsible for their guest's conduct in the residence hall, including any financial charges resulting from damages or clean-up caused by the guests.

Overnight guest policy:

Non-University student guests may be housed in student rooms provided the following conditions are met:

- The guest is of the same sex as the occupant and is the occupant's relative or personal friend.
- There is a bed available for each person staying overnight in the resident's room. The guest's stay does not exceed two consecutive nights; situations requiring additional nights, stay must be approved by the Community Director.
- The resident obtains permission from their roommate for the guest to use his or her bed.

Harassment

Discrimination, harassment, exclusion, abusive or insensitive language, or any other manifestation of bigotry with respect to race, ethnicity, gender, religious affiliation, physical or mental ability, age, or sexual orientation are unacceptable and will not be tolerated. Any such acts will be dealt with as a serious violation of housing policy.