

*Dillard University*  
*Office of Residential Life*

# RESIDENTIAL LIFE

# GUIDE

2022-2023

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## **WELCOME TO RESIDENTIAL LIFE**

Congratulations! You have made a great decision by choosing to live on campus at Dillard University (DU). For over a century, many successful military leaders, business executives, educators, religious leaders, athletes, musicians, politicians, and leaders from many other professions resided in our residential facilities. We welcome you to this illustrious line of Dillard University residents. We, the Office of Residential Life, are delighted you have chosen to live with us, and it is our goal to make your on-campus living experience enjoyable. Welcome Home Bleu Devils!

### **MISSION STATEMENT**

The Mission of the Office of Residential Life is to provide a safe, secure and healthy living for students that enhance learning and development through community service, quality programming, and academic support.

### **ABOUT RESIDENTIAL LIFE**

The University's residential facilities are designed to complement the philosophy and purposes of the University, and provide an interesting and challenging atmosphere in which to live. The primary purpose of the residential facilities staff is to provide educational programs and well-maintained facilities to assist in achieving educational goals.

The emphasis in the residential facilities is on education. We support education as it refers to the academic purpose of the University. Additionally, we promote the personal educational process that takes place during each student's development.

To assist in developing an atmosphere that is conducive to studying, residents are to observe all the guidelines for all residential facilities for the protection of their health, welfare, and property. These guidelines are enforced to maintain an atmosphere that will enhance the growth and development of each student in the residential environment.

### **RESIDENTIAL LIFE STAFF**

The Office of Residential Life consists of full-time professionals and student staff, responsible for the residential facilities functions including students well-being, facility maintenance, programs, policy formation, policy enforcement, and advising of the Residence Hall Association.

#### **Residential Life Coordinators**

The Residential Life Coordinators (RLCs) are full-time professional staff members who are responsible for the daily operation of their respective residential facility. RLCs supervise the Resident Assistant/Community Assistant staff, enforce student conduct issues, and address maintenance and housekeeping concerns. They also ensure that adequate educational and social programs are provided. RLCs assist students with their success at the University through community building and academic and personal counseling.

#### **Graduate Assistant Residence Coordinators**

The Graduate Assistant Residence Coordinators (GARCs) work under the direction of the Dean of Students. The persons in these positions have specialized roles to include personal/academic counseling, program

development, and student assessment. The GARCs are live-in staff and may also provide some supervision to RA/CA staff, enforce student conduct issues, and address maintenance and housekeeping concerns.

### **Resident Assistants**

Resident Assistants (RAs) are selected and trained to be a vital resource to students in all of the residential facilities. They are responsible for the designated floors or areas of their facility and are supervised by the RLCs. Also, RAs are responsible for facilitating programs, performing administrative tasks, upholding policies, and assisting residents in making the most of their Residential Life experience.

### **Desk Staff**

Desk staff are typically Federal Work-Study students that are on duty anytime between 8:00 AM to 11:45 PM. Their responsibilities include performing administrative functions, answering telephones, and assisting residents and visitors, and reporting emergency situations.

## **RESIDENTIAL LIFE SUPPORT STAFF**

### **Custodial Staff**

The custodial staff is responsible for normal cleaning duties in public areas (hallways, lounges, stairwells, etc.), in the residential facilities. Each resident is responsible for cleaning his/her own room or apartment. This includes routinely cleaning and sanitizing the bathroom, and taking trash to the dumpsters on a daily basis. Residents who fail to take their trash to the dumpsters will be assessed a fine. Custodial staff report to the Director of Facilities and are not Office of Residential Life staff.

### **Maintenance Staff**

The maintenance staff is responsible for repairs in the residential facilities. Maintenance issues should be reported to an RA, RLC, or to Facilities via a work order in School Dude, immediately. Residents should never attempt to make room repairs themselves. Maintenance staff report to the Director of Facilities and are not Office of Residential Life staff.

## **GETTING INVOLVED**

### **Residence Hall Association (RHA)**

The RHA is a campus-wide organization that works to become the voice for all students living on campus. All students residing on campus are automatically members of the RHA and are encouraged to get involved. The purpose of the RHA is to promote unity and community among residents, and to provide quality education and social programming. RHA meetings will occur as indicated in the by-laws and are led by an elected executive board.

### **Residence Hall Government**

Each residence hall and apartment area will have a Residence Hall Government (President, Vice-President, Secretary, Treasurer, and other appointed officers as needed). Each hall government will serve as the governing board of their respective facility and will contribute in the decision-making process on matters related to the halls. They will also conduct fundraisers, host programs and activities, and serve as representatives at RHA meetings.

### **Residential Life Royal Court**

Residents are encouraged to run for the Residential Life Royal Court. In each facility, there are ways that residents are selected as king and/or queen. The king and/or queen of each facility compete in a Residential Life Pageant. The winners serve as Mister and Miss Residential Life. All of the representatives of each facility are members of the Residential Life Royal Court. The King, Queen, and Royal Court serve throughout the year in a variety of ways (homecoming parade, programming, and community service).

### **Programs, Activities, and Hall Meetings**

All residence hall and apartment areas will host a variety of programs and activities throughout the year. Residents are encouraged to take part in all that is offered. There will be at least one mandatory program meeting that residents are required to attend each month for informational and educational purposes. Scheduling conflicts should be discussed with the respective RLC in advance. Failure to attend mandatory meetings will result in a fine, and may lead to termination of housing contract.

### **Resident Assistant Program**

Residents are encouraged to apply for the Resident Assistant/Community Assistant Program. The RAs/CAs serve as leaders within each residential community. They are supervised by their respective RLC to provide programs and services. The selection process takes place in the spring semesters. Dates are announced via campus email and message boards within each facility.

## **HOUSING FACILITIES AND LEARNING COMMUNITIES**

### **Camphor Hall**

Camphor Hall is a women's only residential facility named in honor of Alexander Priestly Camphor, a college president and missionary whose life of consecration helped youth in America and Africa. Camphor Hall has a total available occupancy for 143 students. Camphor Hall is connected to Hartzell Hall in the center of campus. Camphor Hall offers suite style living arrangements. There are two double occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). A limited number of single, one-bedroom units are available. Camphor Hall has laundry machines, study and meetings rooms, and a lounge area.

### **Hartzell Hall**

Hartzell Hall is a women's only residential facility named in honor of Joseph C. Hartzell in 1935, Missionary Bishop of the Methodist church of Africa. He was known as the editor, educator and evangelist. Hartzell Hall has a total available occupancy for 94 students. Hartzell Hall is located next to Williams Hall in the center of campus. Hartzell Hall offers suite style living arrangements. There are two double occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). A limited number of single, one-bedroom units are available. Hartzell Hall has laundry machines, study and meetings rooms, and a lounge area.

### **Straight Hall**

Straight Hall is a men's only residential facility named in honor of Seymour Straight, a wealthy cheese manufacturer from Hudson, Ohio whose initial endowment gift helped to establish Straight University, the predecessor to Dillard University. Straight Hall has a total available occupancy for 72 students.

### **Williams Hall**

Williams Hall is co-educational residential facility named in honor of Fannie C. Williams, a noted New Orleans Educator and Philanthropist. Built in 1946, was renovated in 2001 to provide 224 beds with a "home-away-from-home environment". Williams Hall is located in the center of the campus and offers suite style living. There are two double occupancy rooms per suite that share one bathroom (two residents

per room, four residents per suite). Williams Hall has laundry machines, study and meetings rooms, lounge area, and a small kitchen on the first floor.

### **Gentilly Gardens Apartments**

The Gentilly Gardens Apartment complex is located on campus. This tranquil community offers two laundry facilities and on-site parking. The Gentilly Gardens Apartment Complex has two-bedroom, double occupancy apartments, three bedroom, triple occupancy, and one bedroom, single occupancy units.

### **Apartments at Southern University of New Orleans (SUNO)**

Located within a ten-minute drive, the apartments located at SUNO provide a necessary opportunity to extend our living options. These options are only available when the demand for on-campus housing exceeds our capabilities. At SUNO there are double-occupancy apartments equipped with peep holes, a deadbolt lock, and bathroom door locks. Each apartment is equipped with a washer and dryer. Residents have a private bedroom, but share Jack and Jill bathrooms, kitchen and living room spaces. Dillard University offers shuttle service for SUNO residents.

### **Living-Learning Communities**

Living-Learning Communities (LLCs) give students a unique, inclusive residential learning experience that takes education outside of the classroom and allows residents to learn along with students that share similar academic, cultural, and/or professional interests.

## **RESIDENTIAL LIFE APPLICATION AND ASSIGNMENT GUIDELINES**

### **Housing Application**

Dillard University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, veteran status, age, disability, or sexual orientation. In order to acquire on-campus housing, students must submit a completed Housing Application. Priority deadlines for submission are as follows:

Fall Semester: May 1 (New First Time Students)

Spring Semester: December 1 (New and Continuing Students)

Summer Semester: April 1 (Continuing Students)

### **Housing Application Process**

Current students that are interested in on-campus housing for the next academic year must abide by the guidelines as outlined below. This process will be strictly followed; therefore it is important that you familiarize yourself with the process and adhere to the dates and deadlines as provided by the Office of Residential Life.

***Phase I: Housing Registration***

***Phase II: Room Reservation***

***Phase III: Room Assignment***

***Phase IV: Late Registration, Selection, & Assignment***

### **First Time Freshmen**

Dillard University requires that all freshmen, single students whose native home address is outside of a 50-mile radius from Dillard University and is enrolled for twelve (12) or more semester credit hours, reside in the University residence halls. This requirement excludes summer sessions and is applicable until the attainment of sophomore academic standing (30 GPA hours), or the approval of an exemption

from the Residential Life Office. Dillard University reserves the right to forgive the Freshman Residency Requirement when levels of occupancy have surpassed our capacity for housing residents.

### **Freshman Residency Requirement Exemption**

Freshman students may request an exemption to the residency requirement by submitting a written explanation for the request to be released. All necessary paperwork **must** be submitted by August 1 (Fall Semester) or November 1 (Spring Semester) for consideration. Releases for Spring semester will only be accepted for newly admitted students that are admitted for spring semester. No release requests will be accepted after the above-mentioned dates, unless critical circumstances apply.

An exemption will be granted to students who meet one or more of the following criteria:

1. Commute no more than 50 miles from the home of a parent or guardian.
2. Are legally married.
3. Have residential custody of dependent children.
4. Are active duty military personnel or veterans.
5. Are 21 years of age or older.
6. Have a documented medical condition as approved by Student Health and Wellness and/or the Office of Disability Services, where living off campus would be a reasonable accommodation.

Students who commute no more than 50 miles from the home of a parent or guardian, with the home address being determined by the permanent address indicated on the Application for Admission, are automatically exempted from the Residency Requirement. No further action is needed on the part of the student.

All other students requesting an exemption to Dillard University's residency requirement must complete a Residency Requirement Exemption Request Form available from the Office of Residential Life. A Residency Requirement Exemption Request may only be submitted once per academic year and must be submitted by August 1 for fall enrollment, and November 1 for spring enrollment.

Upon receipt of a completed Residency Requirement Exemption Request Form and supporting documentation, the Office of Residential Life will make a recommendation to the Dean of Students whose decision is final.

The residency requirement does not preclude the removal of a student from housing and termination of the housing contract if the student fails to abide by the rules and regulations of the University.

### **Returning/Transfer Students**

To be approved for on-campus housing, a student must be admitted to the University and enrolled as a full-time student with 12 or more credit hours. Submitted applications do not guarantee housing. All students requesting on-campus housing must submit a housing application online via the link provided. The applicant's financial accounts with the University **must** be cleared before a housing contract will be considered for eligibility. Each contractor **must** be a student in good standing at Dillard University.

## **SAFETY AND SECURITY**

### **General Campus Safety**

The University attempts to provide a comfortable, safe living environment for residence hall students. The Dillard University Police Department is staffed 24 hours a day, seven days a week. In addition, residence hall entrance doors are locked electronically 24 hours a day, seven days a week. Residents can only enter

the hall via their DU I.D. card. Students **must** observe all security and safety rules and policies. These policies were developed with your safety and well-being in mind.

### **Residence Hall Doors**

An electronic access system has been installed on select doors of various residential facilities. Residents living in those facilities can gain access to their facility at any time by utilizing their electronic access card on the appropriate door(s). Misuse or deconstruction of an electronic access device can result in residents being change for repairs or replacement. In addition, the violators will be referred to law enforcement, Dean of Students, and possibly evicted. Additionally, residential facilities entry doors are never to be propped open, and residents should abide by the regulations regarding their use.

Residence halls should only be entered or exited by way of an entry door (except in cases of emergency). Individuals are prohibited from entering or exiting through windows, fire escapes, or basement hatchways.

### **Residence Hall Entry**

Residents & DU students entering residence halls will be asked to present their university issued identification card to the staff member before proceeding into the building. If residents do not have their ID cards, they will need to be verified as a resident by a staff member before being allowed to proceed into the building. Residents who habitually fail to present their ID card may face disciplinary action. Students who do not live in the facility will have to present identification and sign-in. Please refer to the visitor sign-in guidelines in the Residential Life Policy section.

### **Residence Hall Safety (Health & Hygiene)**

Living in the residence halls is a great experience for building relationships and friendships. However, viruses can easily be transmitted. In an effort to keep everyone healthy and safe we strongly recommend the following practices:

1. Sanitize your room and shared spaces frequently
2. Remove trash
3. Wash linen frequently
4. Cover your mouth when coughing or sneezing
5. Wash your hands frequently

### **Residence Hall Security**

Security in the residential facilities is a joint responsibility of the residents and the University. Residential Life and the Dillard University Police Department (DUPD) provide residential students with security resources, which include on-going educational programs, safety-related policies, sanctions for policy violations, and staff assistance for addressing security issues and emergencies. However, the safety and security of our community is everyone's responsibility. You are the most important part of our cooperative effort to provide a safe and secure community. Please do your part by:

- (1) Keeping your room/suite door locked at all times;
- (2) Utilize the peep hole;
- (3) Avoid keeping large amounts of money in your room;
- (4) Store valuables in a safe place;
- (5) Make sure the exterior doors to the building are closed and locked when you enter and exit;
- (6) Maintain possession of your key/access card;
- (7) Report stolen or damaged key/access to the Residential Life staff immediately; and
- (8) Report unaccompanied visitors in your building to the appropriate Residential Life staff or DUPD.

The University is not responsible for lost, stolen, or damaged property. Information regarding personal property insurance is available within your facility or the Residential Life office.

### **Smoke Detectors**

Smoke detectors are provided throughout the residential facilities for the safety and protection of everyone living in the building. It is against policy to tamper with, dismantle, or cover any smoke detector in any way. If the smoke detector in the room needs replacing, which is indicated by a beep every few minutes, please alert the Residential Life staff. Do not attempt to replace, remove or tamper with a smoke detector. Rooms with dismantled smoke detectors are in violation and assigned resident(s) will be fined, referred to DUPD, and Judicial Affairs.

### **Sprinkler Heads**

Sprinkler heads are located in the residential halls and in the apartments. The hanging of any materials from the sprinkler heads can activate the system and cause damage to the device and facility. In this instance, water profusely discharges in the building cause severe water damage to the immediate room and to other surrounding areas. Nothing should be hung on any sprinkler head at any time. Also, care must be taken to avoid accidental damage to the sprinkler heads. Violators will be fined and shall pay the cost of damages to the equipment and property of other residents and the University.

### **Electrical Safety Reminders**

- Never modify a plug by bending or removing the prongs. If plugs are bent, loose, or missing, replace the device.
- If plug prongs break off and remains in the receptacle slots after insertion or withdrawal, do not attempt to remove them. Contact the Office of Residential Life immediately so that a maintenance request can be completed. This is considered a maintenance emergency.
- Receptacles should be mounted firmly in their enclosures and should not move when the plug is inserted. Loose receptacles can cause short circuits.
- If you discover a loose receptacle or other faulty equipment, contact the Office of Residential Life so the area can be secured until Facilities can complete the repairs.
- Do not ‘daisy chain’ surge protectors or power strips (i.e., do not plug one cord into another.)
- Wrapping anything around sprinkler pipes is prohibited.
- Never unplug equipment by pulling on the cord; always remove by the plug.
- Ensure that electrical cords are not being wedged against furniture or doors.
- Do not run cords under carpeting.

### **Mold Prevention**

**ABOUT MOLD.** Mold is found virtually everywhere in our environment, both indoors and outdoors, and in both new and old structures. Molds are naturally occurring microscopic organisms which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter.

Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold which could lead to adverse health effects. Nonetheless, appropriate precautions need to be taken.

It is our goal to maintain a quality living environment for our residents. To help achieve this goal, it is important to work together to minimize any mold growth in your dwelling. That is why the following contains important information for you, and responsibilities for both the University and our residents.

***PREVENTING MOLD BEGINS WITH YOU.*** In order to minimize the potential for mold growth in your dwelling, the resident must do the following:

- a. Remove visible moisture accumulation on windows, walls, ceilings, floors and other surfaces as soon as reasonably possible.
- b. Look for leaks in washing machine hoses and discharge lines, especially if the leak is large enough for water to infiltrate nearby walls.
- c. Turn on any exhaust fans in the bathroom and kitchen before you start showering or cooking with open pots. When showering, be sure to keep the shower curtain inside the tub or fully close the shower doors. Also, the experts recommend that after taking a shower or bath, you (1) wipe moisture off of shower walls, shower doors, the bathtub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up your towels and bath mats so they will completely dry out.
- d. Promptly notify Residential Life in writing about any air conditioning or heating system problems you discover. Follow property rules, if any, regarding replacement of air filters. Also, it is recommended that the resident periodically open windows and doors on days when the outdoor weather is dry (i.e., humidity is below 50 percent) to help humid areas of the dwelling dry out.
- e. Promptly notify Residential Life in writing about any signs of water leaks, water infiltration or mold. The Facilities Department will respond in accordance with state law to repair or remedy the situation, as necessary.

***IN ORDER TO AVOID MOLD GROWTH,*** it is important to prevent excessive moisture buildup in your dwelling. Failure to promptly pay attention to leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources, such as:

- a. rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level;
- b. overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerator or A/C drip pans or clogged up A/C condensation lines;
- c. leaks from plumbing lines or fixtures, and leaks into walls from bad or missing grouting/caulking around showers, tubs or sinks;
- d. washing machine hose leaks, plant watering overflows, pet urine, cooking spills, beverage spills and steam from excessive open-pot cooking;
- e. leaks from clothes drying discharge vents (which can put lots of moisture into the air); and
- f. insufficient drying of carpets, carpet pads, shower walls and bathroom floors.

***IF SMALL AREAS OF MOLD HAVE ALREADY OCCURRED ON NON-POROUS SURFACES***

(such as ceramic tile, Formica, vinyl flooring, metal, wood or plastic), the federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on type household biocide, such as Lysol Disinfectant®, Pine-Sol Disinfectant® (original pine scented), Tilex Mildew Remover®, or Clorox

Cleanup®. (Note: Only a few of the common household cleaners will actually kill mold). Tilex® and Clorox® contain bleach which can discolor or stain. Be sure to follow the instructions on the container.

Applying biocides without first cleaning away the dirt and oils from the surface is like painting over old paint without first cleaning, and preparing the surface. Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye. A vacuum cleaner with a high-efficiency particulate air (HEPA) filter can be used to help remove non-visible mold products from porous items, such as fibers in sofas, chairs, drapes and carpets, provided the fibers are completely dry. Machine washing or dry cleaning will remove mold from clothes.

**DO NOT CLEAN OR APPLY BIOCIDES TO:** (1) visible mold on porous surfaces, such as sheetrock walls or ceilings, or (2) large areas of visible mold on non-porous surfaces. Instead, notify Residential Life in writing.

**COMPLIANCE.** Complying with these provisions will help prevent mold growth in your dwelling, and both residents and the University will be able to respond correctly if problems develop that could lead to mold growth. If residents fail to comply with the foregoing provisions, they can be held responsible for property damage to the dwelling and any health problems that may result.

### **Outside Disturbance**

In the event of a disturbance around the residential facilities, all residents should follow these procedures:

1. Return to assigned room.
2. Call DUPD and/or the office staff.
3. Close all windows & blinds, and stay away from the windows.
4. Do not throw items, lean out of, or yell from windows.
5. Do not become a participant in any disturbance.

### **Dillard University Police Department**

The Dillard University Police Department (DUPD) is an enforcement agency that serves the University community by offering traffic, parking, crime prevention and safety services. DUPD is deeply invested in the safety and well-being of students, faculty, staff, and visitors. To help foster a safe learning environment, DUPD offers numerous safety programs throughout the year. DUPD also maintains a crime log in order to better inform the University community of current crime trends. For additional information on crime statistics, or other safety concerns, please contact DUPD at (504) 816-5310. DUPD is located behind the library in the Gentilly Gardens corridor.

## **CRISIS RESPONSE**

### **Accident/Illness**

If a resident becomes ill or has an accident while in the residence halls, contact Residential Life staff and contact Student Health and Wellness. Student Health and Wellness is located on the first floor of the Student Union building. Should a resident sustain an injury or become ill when Student Health Services is closed, contact the after-hours Residential Life staff and/or call DUPD.

### **Emergency Alert System**

The Emergency Alert System (E2 Campus Alert) is a self-service, web-based, mass notification system that empowers Dillard University to send instant alerts to all subscribers such as students, faculty, and staff. The alerts can be sent via text message to cell phones, and/or via email. Subscribers can self-manage their accounts to register or deactivate the service, update phone numbers or emails addresses, and join available groups. To subscribe please visit <https://www.e2campus.net/my/dillard/signup.htm>

## **Fire Procedures**

If you discover a fire please adhere to these guidelines:

1. Evacuate the building by way of the nearest exit. As you evacuate, close the door to the room where the fire is located.
2. If the fire alarm has not been activated, do so by using the pull station and leaving the building immediately.
3. Do Not Use the Elevator!
4. Notify the staff at your residence hall or call from a safe location.
5. Do not re-enter the building until given the all clear signal.

## **Fire Alarm Procedures**

When the fire alarm sounds in your residence hall please do the following:

1. React promptly!
2. Proceed to the door of your room and check it heat with the back of your hand. If cool open the door slowly and check for smoke in the hall.
3. If no smoke is present, exit and close the door. Take only essential items such as keys, ID card. Medication, etc., and proceed to the nearest exit through the stairwell or ground floor and evacuate the building. Do Not Use the Elevator!
4. If your door handle is hot, or if there is smoke present, do not open the door.
5. Stay in your room and call 911 or DUPD at (504) 816-5310. When dialing 911 provide your location and you will be dispatched to DUPD.
6. Pack wet towels or blankets under the door.
7. Wave a bright colored item out of the window for ease of recognition.
8. Once out of the building, proceed to a safe area, at least 100 feet from the nearest exterior exit to avoid injury from explosions or heat. Do not reenter until you have been given the all clear signal from a staff person or the fire department.

## **Fire Drills**

When conducting fire drills, emphasis shall be placed on an orderly evacuation, rather than a speedy evacuation. Residents should become familiar with evacuation maps and routes in their facility.

Fire drills are required in each occupied building on campus and are conducted as required. Drills will be held at expected and unexpected times, and under varying conditions to simulate the conditions that can occur in an actual emergency.

Fire drills are very vital and essential for emergency preparedness training. Drills shall include suitable procedures to assure all persons subject to the drill participate. All occupants shall take part in the fire drill and evacuate the building immediately. Residents not leaving the hall in a reasonable amount of time during a fire drill will be fined and receive disciplinary action.

## **False Alarm of Fire**

Anyone found to have falsely set off a fire alarm will be reported, fined, and face additional disciplinary action. Such acts cause occupants to become complacent and refuse to leave the building whenever the fire alarms are activated, even in a real fire emergency. This could be potentially tragic. This act causes a response from the local fire department, which is a waste of time and resources, and may also cost the University. Further, it causes a disruption of normal operation in the affected facility.

## **Portable Fire Extinguishers**

Portable fire extinguishers are located in all buildings on campus in various locations. It is against the law to tamper with or remove fire extinguishers. They should only be used in an emergency. In the event that

there is a malfunctioning extinguisher, please report it to the Facilities office immediately. If anyone is seen tampering with a fire extinguisher, please report this immediately.

### **Flood & Flood Procedures**

Flooding generally evokes an image of raging streams and rivers. Flooding can also result from a large amount of rainfall during a short period of time, overloaded storm sewers, or improperly designed run-off areas. In the event of a flood you should adhere to the following guidelines:

1. Keep a battery-powered radio tuned in to a local station.
2. Follow all emergency instructions.
3. If you are trapped in your building due to rapidly rising water, call 911 for help.
4. Move to a higher floor, or to the roof.
5. Take warm, weather proof clothing, a flashlight, cellular phone, and portable radio.
6. Do not walk or wade in flooded areas. Waters may be deeper than it appears.
7. Be prepared to evacuate. If advised to evacuate, do so immediately. Evacuation is much easier and safer before waters become too deep for standard vehicles to drive through.
8. If evacuating by car, do not drive where water is over the road or past barricaded road signs.
9. If your car stalls in a flooded area, abandon it as soon as possible and walk to safety in the direction you came from.
10. If evacuating by car, follow recommended evacuation routes, as shortcuts may be blocked.

### **Public Health Crisis**

In keeping with the mandates of the Centers for Disease Control (CDC), State of Louisiana, and the City of New Orleans, Dillard University reserves the right to change, update, or modify all residential life protocols and policies. Compliance with all public health related policies and procedures is mandatory. Failure to comply will result in disciplinary action which may result in housing contract termination.

### **Weather Related**

All residential students are required to submit a Primary Evacuation Plan to the Office of Residential Life prior to taking occupancy within the housing unit. Residential Life keeps all Primary Evacuation Plans on file.

When a state of emergency has been declared that requires residential students to evacuate from campus, residential students are required to activate their Primary Evacuation Plan and begin checking-out of the residence halls.

The university recognizes that not all residential students will be able to evacuate on their own. The university can provide limited transportation at the student's expense or off-site shelter to a limited number of residential students.

Students who are unable to evacuate on their own are required to alert the Office of Residential Life by submitting either Request for Transportation Assistance form or Shelter of Last Resort form by the required deadline.

### **Emergency Evacuation Preparation Checklist**

1. Determine where you will evacuate.
2. Notify residential life staff of your destination and contact number.
3. If you require evacuation assistance, contact the Office of Residential Life for information.
4. Pack Medicines, valuables, toiletry items, pillow and blanket or throw cover.
5. Discard all contents from your refrigerator.
6. Unplug all electronic devices. Move items away from windows and off the floor.

7. Take photos of your possessions if possible before you leave.
8. Take important papers and research documents.
9. Check with local media for further instructions.
10. If instructed you must evacuate. Failure to do so will result in disciplinary action up to and including expulsion.

### **Boil Water Advisory**

In New Orleans weather conditions may cause a drop in water pressure. When this happens the Sewage and Water Board (swbno.org) may issue a precautionary boil water advisory. If a boil water advisory is issued on campus, please adhere to the following recommendations:

#### **1. Don't Consume Tap Water**

- Use bottled or boiled water to drink, cook, and brush teeth.
- Wash fruits and vegetables with bottled or boiled water.
- Don't use ice from ice trays or ice makers. Make new ice with bottled or boiled water.

#### **2. Be Careful Bathing**

- If you're a healthy adult, you can bathe or shower with tap water. Be careful not to swallow any water.
- If you have open wounds or a weakened immune system, use boiled water to bathe.
- Use hand sanitizer after washing hands.

#### **3. Take Care Cleaning**

- Wash countertops and tables with boiled water.
- Use a rinse temperature of 150 degrees F, or a sanitize cycle on your dishwasher.
- Wash dishes by hand as usual. Then soak in a mixture of 1 gallon of water and 1 teaspoon of bleach for 1 minute.
- Do laundry as usual.

#### **4. Boil Water Safely**

- Heat water until large bubbles come from the bottom to the top of the pot (if using a stove) or microwave safe bowl (if using a microwave).
- Let the water boil for at least 1 minute. Let the water cool.
- Store the water in a clean container with a cover.
- Add a pinch of salt and shake to improve taste.

For more information on how to plan for a boil water advisory please visit: <http://ready.nola.gov/plan/boil-water/>

### **Power Outage**

Inclement weather and other circumstances may occasionally cause the Dillard University campus to lose power. In the event of a power failure please be aware of the answers to these commonly asked questions.

#### **1. Do we have to go to classes if the power goes out?**

Academic Affairs will make a determination regarding the cancellation of classes. Unless you have been notified of a campus closing or class cancellation, students are expected to attend all class sessions. Students will be notified via email, Dillard University website, and/or E2 campus notifications.

## **2. What happens if I lose power in my residence hall or apartment?**

Please be sure to keep your phones well charged and flashlights handy if the power goes out. If your building does lose power, facilities and power company crews will begin working to restore power.

When a power outage occurs on campus, designated University officials remain in close contact with the power company until power is restored. If a prolonged outage is anticipated, an announcement, will be made. If power is lost in a residence hall or apartment building, the Residential Life staff will notify the proper campus officials.

The Student Union and PSB have a generator that supplies power in emergency outages. In the event of extended power outages across campus, residents will be able to access these buildings to charge cell phones and computers. If classes are cancelled and/or our residential facilities experience a power outage for a significant period, the Residential Life staff are prepared to implement programs throughout our residential facilities.

## **3. If power is out on campus how will eat?**

During inclement weather, or power outages, Dining Services will provide meals to the residents. The scheduled dining hours may be amended depending on the length and/or severity of the power outage.

## **4. Are flashlights available?**

A limited supply of flashlights are kept in the office of each professional staff member. These flashlights will be utilized by Residential Life staff first. Residents were encouraged to bring their own LED flashlight. This information was provided in your “what to pack” communication. Please ensure that you have flashlights and appropriate batteries on hand in the case of an emergency.

## **5. Can we use candles during a power outage?**

Candles (torches, and all other exposed flames) are still against University policy during a power outage. The risk of causing a fire is even greater during this time.

## **6. Will the toilets work during a power outage?**

Yes. The water system is not linked to the electrical system, except to heat the water. You may flush and wash your hands during an outage, but you will not have hot water. If you desire to take a shower with hot water, a limited number of showers are available in the Student Union building.

## **7. How do we know what caused the power outage?**

After investigating and identifying the problem, Facilities will notify the Residential Life staff, who will notify the students, if necessary.

## **8. What if I need to get out of the dark?**

If emergency lights and flashlights are not sufficient, the Student Union and PSB will also be open for students during an extended power outage. Residents are encouraged to walk in groups from the residential halls to these buildings.

## 9. What if someone is stuck in an elevator?

Call DUPD immediately! An elevator maintenance crew and/or the Fire Department will be notified.

## RESIDENT SUPPORT SERVICES

### Bulletin Boards

Information displayed on bulletin boards in the residential facilities is for the residents. If a resident wishes to post something, please get approval from the Residential life staff. Bulletin boards will also display monthly programming themes, and the residence hall meetings indicating the program locations, dates, and times. Organizational posting **must** receive approval from **SEAL**. Postings that are not approved will be removed immediately.

### Television and Study Lounges

Many of the residential facilities have televisions and study lounges that students are encouraged to use. Most lounges are equipped with cable television and comfortable furniture, and the study lounges provide residents with quiet spaces to study within the facilities. All residents are expected to take care of furniture as you would your personal possessions. No furnishings or equipment may be moved or removed without staff approval. Violators will be fined and referred for disciplinary actions. Special events **must** be cleared by the Residential Life staff one (1) week prior to the event.

### Laundry Facilities

Laundry facilities are available in every residence hall are open 24 hours a day, 7 days per week, for residents. However, hours are subject to change (apartments excluded). Please report any needed repairs to a Residential Life staff member. Articles left in the laundry room will be removed after 24 hours and taken to the facility lost and found. Articles not retrieved within 7 days will be discarded. The University is not responsible for any damaged articles. **\*ONLY residential students reserve the right to utilize the laundry rooms in the residence halls (including the apartments). Students who do not live on campus are prohibited from using the laundry rooms in the residence halls (including the apartments). Those found violating this policy will be referred for disciplinary actions\*.**

### Vending Machines

Vending machines are provided in every residence hall (excluding apartments) for student convenience. If students experience any problems with the vending machines, contact number provided on the machine and the Residential Life staff. Vandalism of vending machines is prohibited and will result in disciplinary actions.

### Maintenance Services

In the event of a maintenance emergency, report all maintenance issues to the residence hall immediately. Charges will not be assessed for normal wear and tear. Any damages in the room prior to check-on should be indicated on the Room Condition Report (RCR). Please review the form to ensure that any damages are noted. If damages occur during the course of the semester, residents should immediately report these damages to the staff, and submit a work order. If the work order has not been addressed within 72 hours, contact the Residential Life staff to provide assistance with follow-up. Damages that are caused by the resident or the resident's guests(s) through negligence or willful intent will be billed to the resident.

### Pest Control

To control or eliminate pest concerns, here are a few action steps:

- Keep food in tightly covered containers.
- Immediately clean up food or drink spills.

- Remove trash (especially empty cans, bottles, food boxes) daily.
- Do not have animals/pets in the rooms.

The University has a pest control services that sprays each room and the buildings routinely. If there is a problem with bugs, body lice, rodents, or other pests, notify the Residential Life staff immediately.

### **Renter's Insurance**

Residents desiring insurance protection must make their own arrangements for necessary coverage. The University does not carry insurance covering the loss and damage to residents personal property, nor liable for such loss. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Information regarding vendors can be provided by the Residential Life staff or main office. Additionally, all residents are encouraged to keep a list of all serial numbers on any electronic devices. If anything is stolen, these serial numbers will help the University police track down or identify these items.

### **Post Office Box/Mail Services**

All students living in the residence halls will be assigned and issued a Dillard University post office mailbox. All residents are assigned a P.O. Box number at the Campus Post Office, which is located at the rear first floor of Kearny Hall. To obtain your P.O. Box number and key, the student must visit the Post Office. All deliveries are sent to the Post Office. Residence Halls and apartment complexes **DO NOT** accept mail deliveries. Mail is delivered Monday- Friday, excluding national holidays.

The mailing address for all deliveries is as follows:

Dillard University  
 Your Name  
 2601 Gentilly Blvd  
 P.O. Box #  
 New Orleans, LA 70122

\*Please put P.O. Box# on all incoming mail!

### **Identification Cards**

Every enrolled student at the University is required to have an official Dillard University Identification Card. Each new resident should have and DUID card picture taken by the first week of enrollment. Students are required to carry their DUID at all times while on campus. Your DUID is used for meals in the main dining hall and access to your residential facility. Students are also required to present their DUID card to a University official upon request. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's DUID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a University official, while in the performance of their duties is prohibited.

### **Automobile Registration**

All motor vehicles operated on University property must be registered and have a Dillard parking decal. Residents must register their vehicles at the Dillard University Police Department. Also, residents must have proof of vehicle ownership, valid driver's license, DUID, proof of insurance, and proof of enrollment.

### **Disability Services**

The Office of Disability Services is located in Dent Hall, 106-A. The services offered to students include providing for various accommodations as required per the Americans with Disabilities Act. If there are accommodations needed in the residence halls due to a documented disability, this office will work collaboratively with Residential Life to support our residents.

### **Health Insurance**

Dillard University provides primary clinical services through the Student Health and Wellness Center located on the first floor of the Student Union. If a student's medical needs are beyond the scope of our clinic, the student will be referred to another provider or to the emergency room. The University is not responsible for a student's outside medical, hospital, or ambulance expenses. Federal law requires everyone to have health insurance coverage. Residents should bring a copy of their health insurance card when arriving to campus. Students needing health insurance should contact Student Health and Wellness for more information.

### **Health Services**

Student Health and Wellness is located on the first floor of the Student Union building. Health services are provided between the hours of 8:30am-4:30pm, Monday through Friday when the University is open. There are no charges for the services rendered by clinical staff or visiting the clinic. Residential students who present symptoms that are referred to the emergency room, are strongly encouraged to follow the medical advice. Students will not be allowed to remain in the residence hall if the medical staff believes the symptoms need emergency services. Students going against medical advice will have to make arrangements to separate from campus until given medical clearance to return.

### **Counseling Services**

Counseling services are offered to Dillard University students, The University counselors are located on the first floor of Dent Hall and are available from 8am-6pm, Monday through Friday when the University is open. A counselor is on-call every evening for emergency and crisis situations.

## **RESIDENCE HALL POLICIES AND PROCEDURES**

The following general policies for all residence halls and apartment complexes have been compiled in accordance with university regulations, local, state and federal laws. Their purpose is to promote an atmosphere of health and safety and to encourage a state of well-being among residents. All regulations and guidelines as stated in the current Dillard University Student Handbook and Residence Life Guide apply to the residence halls and apartment complexes. It is impossible to outline exact conduct in every situation and, for students of good judgment, it is unnecessary.

Residents are required to cooperate with staff and other residents at all times. Students will be expected to become familiar with and responsible for following all published procedures, policies, rules, and regulations, including those which are explained in this handbook. Residents will respect the rights of other residents, and each resident will be responsible and held accountable for his/her behavior and the behavior of their guests.

### **Abandoned Items**

Personal property remaining in the unit after the resident vacates or abandons the unit will be disposed of by the University. The University may dispose of all such personal property, without liability. Please pack your personal belongings for residence hall closures, as you will not be allowed to return to the residence hall to retrieve items you may have forgotten. Be aware that you will not be allowed to return to the Residence Halls early.

### **Acrylic Nails**

The processing of acrylic nails and using chemical treatments are **not** allowed in the residential facility or apartments. Violators will be fined and disciplinary action will be taken.

## **Animals**

The University prohibits the possession of pets on University property, including, but not limited to, dogs, cats, fish, birds, rodents, insects, and reptiles. Only service animals that are by federal law for persons with disabilities and approved by Disability Services; emotional support animals approved by the Dean of Students; or those used for teaching and research are permitted in University facilities. Animals are not permitted in residence halls or apartments. This includes pets of guests or visitors who may be present in the building for a short time.

## **Cable and Satellite Dishes**

Each room or apartment is equipped with basic cable television service. The cost associated with this service is included in the residential fees. Students are asked to provide their own cable adapter and cord, which can be purchased from most home stores. Installation of a personal satellite dish is prohibited in university housing.

## **Cancellation of Contract**

(1). A student may cancel the housing contract by providing written notice to the Office of Residential Life if postmarked 30 days prior to the first day of the fall semester.

(2). After 30 days prior to the first day of the fall semester, a student may request to be released from the housing contract based on one of the following reasons: (a) unanticipated financial hardship ensuing after the start of the semester; (b) a medical condition documented by a physician that prohibits the student from living in the residence halls; (c) academic internship or student teaching experience more than 50 miles from Dillard University; or (d) a change in marital or custodial status. Students should submit their request for release from the contract to the Office of Residential Life in writing and provide supporting documentation of the reason for the request.

## **Check-In**

Students must have health and fiscal clearances prior to checking-in. To check-in residents must report to the residential area main desk. Prior to receiving a key, residents will:

- Provide proof of identification.
- Complete the Primary Evacuation Form.
- Complete the Residential Life Policy Acknowledgment Form.

After receiving your key, you will be provided with a Room Condition Report (RCR). The RCR is your opportunity to report the condition of your room at move-in so that you are not billed for pre-existing damages when you check-out.

You and your roommate(s) share responsibility for the condition of the entire room. You should work together to ensure all damages in your room are reported on the RCR. Suitemates also have shared responsibility for reporting the condition of the common areas in a suite or apartment. You must work together to ensure everything is reported. You can only edit items that you personally enter, so talk with your roommate/suitemate if one of his/her entries needs revision. Please remember that when damage charges are assessed at check-out roommates are billed equally unless one person accepts responsibility in writing. The same is true for all residents of an apartment or suite when damage charges are assessed for the bathroom, living room, or kitchen. If you do not complete the Room Condition Form, your room will be considered in an acceptable condition and you will be responsible for all damages upon departure.

A resident who does not check into the residence halls by **5 p.m. on the first day of class** of any semester for which their housing contract is in effect will be considered a “**No Show.**” The university has the right to reassign the resident to another room.

Registered Residents: "No shows" who are registered for classes and who decide to reside in a place other than the residence halls, without canceling their housing contract 30 days prior to the start of the semester, will be financially obligated for the full portion of the contract for that semester.

### **Check-Out**

To check-out, an appointment must be made with the staff on duty 24 hours in advance. Residents will complete the RCR. Residential Life staff will conduct the **initial** room/apartment inspection and list any discrepancies from the original check-in condition. **To avoid being billed, ensure that you clean your living area thoroughly. Your room or apartment must be SPOTLESS! Your room/apartment and suite must be cleaned for inspection when the first student checks out.**

The staff on duty will check to see that all students' belongings are moved out of the room, the room/apartment is clean with all trash placed appropriately in the dumpster, as well as, verify that all room keys and access cards have been turned in. Do not ask your roommate to return your key or check-out for you. Students who fail to follow procedure will be fined.

Upon completion of room/apartment assessments residents must sign the check-out form. Students will be charged for damages that are beyond the normal wear and tear and for improper check-out. The RLC will conduct a thorough **final** inspection, take pictures of damages and trash, and assess charges where applicable. Please report to your RLC any damage of your room/suite/apartment and identify who is responsible before you leave.

**NOTE:** Allow yourself enough time to check out and leave on time for the airport, bus, train or any other means of transportation!

### **Children, Infants, and Babysitting**

A person who is less than 17 years of age is prohibited from living in university housing, with the exception of any contracted resident who has not reached 18 years of age.

Family members of contracted residents who are less than 17 years of age may be permitted into common areas or apartments, with roommate/suitemate approval, and at the discretion of the RLC, must be accompanied at all times by the adult parent, guardian, or resident. Children are prohibited from running in the building and may not be left unattended. Residents with approved infant/child guests that cause disturbance to other residents may be asked to remove the children from the premises. Please refer to the Guest Policy for more information. **Babysitting is strictly prohibited in university housing.**

### **Cleaning**

Each resident is responsible for regularly cleaning his/her room and bathroom. Roommates are responsible for cleaning common areas in the apartments. Under no circumstances are personal trash cans or trash to be left in hallways/corridors outside student rooms/apartments.

Staff will conduct frequent room inspections to ensure compliance. Residents who fail room inspections are subject to fines. Students who consistently fail room inspections are subject to fines and judicial sanctions.

### **Cohabitation**

Cohabitation is strictly prohibited. Cohabitation is defined as a non-resident, regardless of gender, dwelling in a room/apartment as if he/she were a resident of that room/apartment. This includes: the presence or storage of clothing and/or other personal belongings in the room; studying in the room on an extended basis; being in the room when the resident is not present; and using the bathroom facilities for

daily hygiene (e.g. bathing, brushing teeth, shaving, etc.). Cohabitation also includes residents of the same gender, not assigned to the same room, who live together in an intimate relationship.

### **Common Areas/Classrooms/Lobby**

- The lobby atmosphere should be conducive to small-scale social interaction for residents and their guests. Appropriate attire and conduct is expected in public areas at all times.
- The lobby may be the meeting place for hall activities as well as a recreational center during specified times of the day.
- Residents and their guests are expected to show consideration for others at all times and should avoid excessive noise. Quiet hours are enforced.
- The lobby is accessible to the assigned residents of that facility 24 hours a day. The hours of visitation for non-facility residents within the residence hall lobby are between 10am and 12 midnight. Residential Life reserves the right to limit or modify these hours.
- Removal of furniture from its assigned location, except with permission from the staff, is grounds for disciplinary action. Replacement charges will be assessed if lost.
- Residents and their guests are responsible for compliance with University and hall policies regarding lobby guidelines and may be subject to judicial action if a violation occurs.
- The Residential Life staff have the authority to ask individuals/groups to leave the lobby(s) when necessary. The Dillard University Police Department is authorized to assist in a disciplinary role.
- Organizations seeking to reserve common areas must first request permission from the appropriate Residential Life staff.

### **Community Fines**

Community fines are financial obligations that are charged to a specific floor or hall. Community fines usually are given out based upon lack of cleanliness in community restrooms (residential facilities) or lack of cleanliness in hallways. The amount of the fine will be determined by Residential Life and will be charged to the entire hall or floor (as appropriate).

### **Community and Personal Property**

An area of concern among roommates is the issue of community property or common areas (areas within a residential unit that can be used by any roommate) and personal property (those “off limit” items). Personal property must be respected, and not borrowed or used without permission from the owner. Storage for personal belongings is not available except in the resident’s room or apartment. The University does not provide insurance or financial protection; assume any responsibility for any loss or damage or destruction neither to the residents’ personal property, nor for articles left after the resident has vacated the premises. The resident shall utilize all security measures provided by the University to secure personal property.

### **Community Living Standards**

Residents are governed by the Student Handbook, Residential Life Guide, University Catalog, as well as, other published university policies and procedures. Each student is responsible for reading the Dillard University Student Handbook, the University Catalog, the Residential Life Guide, and for abiding by the University’s rules, regulations, policies, and procedures.

The Office of Residential Life has authority to adjudicate alleged violations, including but not limited to, curfew violations, guest/visitation violations, damages, and/or health and safety violations.

### **Computer Use/Wireless Access**

Wireless access to Dillard University’s network must be authenticated with a valid Dillard University network account. Only access points sanctioned and installed by Information Technology and Telecommunications are permitted on the Dillard University network. Residents are not permitted to have

a personal wireless router or any device that interferes with Dillard University's wireless infrastructure within their residence hall room or apartment.

### **Cooking**

In compliance with Health and Safety Codes, cooking is permitted only in the apartments. Cooking in Williams Hall is only allowed in the community kitchen. All cooking equipment, including but not limited to, use of rice cookers, steamers, electrical frying pans, electric grills, portable stoves, toaster ovens, and traditional coffee makers (with pot and heating element) are prohibited. Single serve coffee makers (e.g. Keurig), are allowable in the residence halls.

### **Curfew**

Living in the residence halls is designed to achieve (1) desirable living conditions for all students in the residence hall community and (2) maximum security for the residents. The achievement of these goals depends greatly upon the understanding and cooperation of each resident. Curfews may be implemented in the event of natural disasters, security measures, or in compliance with City of New Orleans ordinances.

During curfew hours, residents are not permitted to leave their hall/apartment unless a valid emergency or documented conflict exists. In such instances, the resident must have the approval of the Office of Residential Life to leave their hall/apartment.

### **Damage Assessment**

It is assumed that all residential students will conduct themselves in a responsible manner regarding the physical condition of the residential units. No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the University community, or campus visitor. Acts of vandalism shall be considered a violation of this policy.

Accidental damage should be promptly reported to a Residential Life staff member or to an appropriate University official. Failure to report accidental damage will be considered a violation of this regulation.

Residents are responsible for the conditions of their rooms/apartments, the furnishings and equipment. Students will be billed for any damages not due to normal wear and tear. In individual rooms and apartments, damage charges will be divided equally among all residents unless the person responsible for the damage informs the Office of Residential Life in writing that the roommates are not equally responsible for the damages. Damages to common areas (hallways, lounges, bathrooms, etc.) will be charged to all residents of a particular wing, floor, building or living area unless a responsible party can be identified.

*The University reserves the right to assess charges against a student's University account for any accrued damages, housing charge, or fines.*

The University does not provide insurance or financial protection, nor assume any responsibility or liability for any loss, damage, or destruction to the resident's private property, nor for articles left after vacating the premises.

### **Decorating – Room Accessories**

Only non-marring adhesives may be used to hang posters, pictures, and other decorations. Stickers and decals may not be applied to any surface such as window, furniture, walls, or doors. Dartboards are prohibited.

No decorations of any kind should be placed or hung from the ceiling. No decorations of any kind may be placed across hallways or walk spaces. Residents may not install or place objects, appliances, or equipment in or on windows, walls, sills, roofs, or ledges. Prohibited objects/equipment include but are not limited to televisions, satellite dishes, air conditioners, lights, shelving, plants, shoes, and clothing.

All decorations should reflect University standards and values, and comply with University policy. Posting of stolen or unauthorized signs, and signs or promotional material involving alcohol or other drugs, including empty alcohol containers/packaging, is prohibited.

Residents may not paint any part of their room or apartment. Contact paper is also prohibited when decorating any part of the room as it is difficult to remove and may cause damage.

Candles and wax melting equipment are strictly prohibited.

### **Door/Gate Propping**

Students are not permitted to prop open any residential hall/building door and or gate. Committing such an act is a breach of security that puts all residents, their safety, and belongings of each residential unit at risk. Unknown individuals requesting entry to the residential unit should be referred to Public Safety or Residential Life staff for assistance. As a part of the commitment to community living, it is essential for all residents to assume responsibility for helping to maintain a safe and secure environment. Entry/Exit doors and gates should be closed at all times. Any students(s) found in violation will be subject to a fine and judicial action.

### **Electrical Surge Protectors (Power Strips)**

The use of UL listed multiple outlet strips with built in 15-amp fuse or circuit breaker protection is required (power surge protectors). The surge protectors can only be plugged directly into the wall, plugging a surge protector into another is prohibited. Multiple plug adapters (octopus type), extension cords, plug-ins with extra outlets, and any kind of outlet extenders are **not** allowed in residential facilities (apartments or residence halls). Do not overload electrical circuits. Violation of this rule will result in the items being confiscated and disposed of at the owner's expense.

### **Elevator**

Tampering, vandalizing, or misusing an elevator or elevator equipment is prohibited. Students who violate this policy are subject to fines and judicial actions. In the event of an emergency, residents are required to use stairwells.

### **Emergency Exits**

Emergency exits are located in buildings. Students are urged to use the emergency exits in the event of an emergency evacuation from the building. Using emergency exits during non-emergencies is prohibited and will activate security alarms. Residents who violate this policy are subject to fines and judicial sanctions.

### **Evacuations**

Individuals must evacuate buildings, including residential units, during a fire alarm or when requested to do so by University or other officials such as (but not limited to) a member of the New Orleans Fire Department, New Orleans Police Department, National Guard, or FBI. A student who fails to evacuate a building or the campus when instructed by an official of the University or a public official is subject to judicial action.

### **Facilities Regulations**

Unauthorized possession, duplication, or misuse of University keys is prohibited. Tampering and mutilating University property including but not limited to, doors, gates, and electronic surveillance equipment is prohibited. Windows, window screens, window stops, and security screens may not be tampered with or removed.

### **Family Housing**

Family housing is not offered through the Office of Residential Life. Students who are married or with custodial dependents must make off-campus housing arrangements.

### **Furniture**

Each student room is provided with certain items of furniture. You may not move additional items into your room from any other area of the residence hall or apartment. Furniture cannot be modified. A fine will be assessed for movement of lounge furniture into your room, moving furniture from one room into another, or modifying furniture.

### **Games in the Hallways, Stairwell, On Balconies or In Common Areas**

Activities that involve running, such as football, soccer, basketball, tag, projectiles, rollerblades, bicycles, and skateboards are prohibited in hallways, stairwells, breezeways, on balconies and in any in-door common area.

### **Graffiti**

Residential Life prohibits markings, such as initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, doors, hallways, or walls of a building or public restroom. This includes, but is not limited to, message boards and posted notes.

### **Grilling/Open Flames**

The University prohibits open flames, items that produce open flames, and grilling.

### **Guests and Visitors**

A guest is defined as any commuter student, family member, a prospective or former student not currently enrolled, or any other person who is not a contracted occupant of the residence halls (e.g. non-Dillard-related friends).

Visitors are defined as current residents who are visiting other residents in their room/apartment. Visitation applies to all residents regardless of classification.

***For the 2020-2021 academic year, there will be no guests allowed in Dillard university residential facilities. Visitors will be allowed with the following restrictions:***

- Visitors may visit the residence halls from 10 AM -12 AM, Sunday-Saturday. Visitors are only allowed to visit within their assigned residence hall/apartment. For example, Camphor Hall /Hartzell Hall residents can only visit within Camphor and Hartzell Halls.
- The University restricts the number of total persons in a room or apartment at a time. Each resident is allowed one visitor in the room/apartment. Camphor, Hartzell, Williams Hall, and Straight Hall: Two (2) persons is the limit in single rooms; Four (4) persons is the limit in a double room. Gentilly Gardens Apartments: Two (2) persons is the limit in a single apartment. Four (4) persons is the limit in a double apartment. Six (6) persons is the limit in a triple apartment.
- All visitors entering a room/apartment that they are not assigned to must wear a mask.

- Sanctions will be imposed for any resident who allows their visitor to enter their room/apartment without wearing a mask.
- Overnight visits are strictly prohibited in all University housing.
- Residents are responsible for, and will be held accountable for, the conduct of visitors per the Code of Student Conduct and Residential Life Guide.
- Residents are responsible for any activity that occurs in their rooms whether or not they are present at the time.
- Residents should not allow others to use their room without their presence or supervision.

Violators of the policy may be subject to judicial action and/or termination of their housing contract.

### **Halogen Lamps, Torch, or Torchiere Lamp**

Due to fire safety codes, any kind of lamp that contains halogen bulbs are not permitted in any residence hall rooms (or apartment). Halogen light bulbs can reach temperatures over 1000° F. Any person in violation will be subject to a fine and the lamp will be confiscated and disposed of at the resident's expense.

### **Health & Safety**

Behavior that creates a risk or danger to others, including, but not limited to, propping open doors to residence halls, use of windows to enter/exit university facilities, throwing objects from windows or balconies, or failure to maintain required standards of sanitation, cleanliness, and safety.

### **Health & Wellness Responsibility**

Dillard University students have a duty to care for themselves and protect the community. It is a violation for any student experiencing symptoms of viral infection that may be transmitted to others, or having a diagnosis of such infection and does not exercise their responsibility to seek appropriate treatment and/or physical distancing.

Dillard University will impose zero-tolerance disciplinary actions including, but not limited to, housing contract termination, 24-hour vacate notice, and/or automatic parental notification (as applicable). Residents sanctioned under this violation will be ineligible to apply for housing for one complete academic semester not including summer terms.

### **Horseplay**

Water fights, water guns, water balloons, water balloon launchers, toy guns, darts, and any other horseplay including wrestling and running in the halls, with water or other substances, e.g., shaving cream, whipping cream, toothpaste, super glue, Vaseline, etc., is prohibited. Residents will be subject to disciplinary action and/or held responsible for any damages associated with this behavior.

### **Housing Contract Subject To Termination**

Any student who, in the judgment of a University official, presents a clear and present danger to the health, safety, and/or welfare of themselves or members of the Dillard community or has violated the *Code of Conduct*, local, state, or federal laws, the University Housing Contract, and/or University policy is subject to termination of her or his University Housing Contract.

### **Hover boards**

Hover boards or related self-balancing scooter boards, scooters, and electric skateboards are not allowed to be used, stored, charged or brought into any Dillard University residential facility.

### **Incident Reports**

In the event of an incident, residents are instructed to submit a written report on the form provided describing their account of the actual event(s) that occurred. Staff are available to assist and instruct residents on how to complete the form. Written reports are included in the judicial file, which may be used during a judicial hearing as evidence.

### **Keys/Access System**

Unauthorized possession, duplication, or misuse of University keys is prohibited. Residents must report lost keys to the Residential Life staff within 24 hours of the key being missing. Residents are required to pay a replacement fee of **\$100** receive a new key. The duplicate key/access card request is processed in approximately 2-3 business days. Failure to report a missing key and submit a replacement key request within the 24 hour time period will result in a judicial violation.

Additionally, residents are prohibited from installing personal locks (keyed or combination) on any residence hall door. This includes primary entry/exit doors, as well as, bedroom and bathroom doors. Unauthorized locks will be removed by facilities, and the owner will not be reimbursed. The responsible student, will also be charged for any damages to the doors resulting from the installation of additional locks.

### **Littering**

Littering is prohibited. All trash/recycling must be properly discarded to a University Housing designated trash/recycling area.

### **Lockouts**

Residents are responsible for carrying their keys and student ID's with them at all times. The keys/ID cards are not to be loaned out or given to anyone. It is unlawful for any student to duplicate a university key. Access to a resident's room will not be granted unless the resident is present.

Residents locked out of their unit, should first attempt to locate their roommate to gain access to the unit. If the roommate cannot be located, notify the desk staff in the hall/apartment for assistance. You have to show a valid Dillard University ID in order to be let in your room.

Each student will be granted one lock-out per semester at no-charge during the hours of 8am- 6pm. Each additional lockout will result in a charge of **\$15** per lockout during the hours of 8:00 am- 6:00pm; **\$25** per lockout from 6pm-12am; and **\$50** per lockout from 12am-8am. Failure to pay lock-out fines within (7) calendar days will result in a judicial violation.

As a security measure, students' locks are changed when a key is lost. A charge of **\$100** will be charged to the resident for lock changes and new keys. After the lock is changed, new keys will be issued to the resident. **All lost keys require a lock change.**

### **Loitering**

No loitering is allowed inside or outside of residential facilities.

### **Lost & Found**

Any lost and found items should be reported and picked up in the Residence Hall offices. To claim items, the student must provide a valid Dillard University ID.

### **Maintenance Requests**

All residents should immediately report maintenance requests to the staff on duty. Each request must be submitted in writing via SchoolDude which is available in the residential hall office.

It is the expectation of the Office of Residential Life that each repair will be completed or acknowledged within (3) days. If work is not completed within three days, the resident should submit the request again, stating that it is the second request.

When a maintenance problem poses danger to residents or a risk of property damage, emergency maintenance will be contacted immediately to complete repairs. All other types of maintenance problems will be addressed on a priority basis. In cases of emergency after hours please call (504) 816-4134.

### **Mandatory Meetings**

Residents are required to attend mandatory hall/floor meetings to receive vital information on safety, security, or Residential Life policies and procedures. Efforts will be made to schedule more than one meeting date/time to accommodate residents' schedules. All residents will be held accountable for the information communicated during such meetings. If you miss a meeting, please contact your RA or RLC. Residential Life staff will take attendance and has the right to fine residents that repeatedly fail to attend.

### **Meal Plan**

Residential students are required to purchase a meal plan. Kearny Dining Hall is open for residential students when the University is in operation. For dining hours, please see the Sodexo dining hall staff. For details regarding your meal plan options, visit [www.dudining.com](http://www.dudining.com).

### **Misuse or Destruction of University Electronic Devices**

Misuse or destruction of university electronic devices is prohibited. This includes but is not limited to, damaging access card readers, surveillance cameras, door alarms, elevator equipment, computers, printers, monitors and televisions.

### **Motorized and Non-Motorized Vehicles**

Bicycles may only be stored in student rooms or on a bike rack outside of the building. Residents must check with roommates before storing bicycles in rooms.

Vehicles, including but not limited to, bicycles, skateboards, scooters, hoover boards, or skates may not be used in the interior of buildings, on balconies, ledges, exterior corridors, or in any areas which may cause injury or damage to facilities.

No motorized vehicle, powered by combustible chemicals, may be stored or brought inside of University Housing facilities.

### **Music**

Music and musical instruments are to be played at a volume that cannot be heard outside of a resident's room or apartment. Residents must comply with all instructions provided by Residential Life staff regarding volume/loudness. Students found in violation of this policy are subject to fines and judicial action.

### **Operating Businesses**

The operation of any business in or around the residential areas is prohibited (examples include, but are not limited to, door-to-door solicitation, mail-order businesses, child care, acrylic nail services,

chemically treated hair services, and leasing of University property including rooms, suites and apartments).

### **Parking**

Parking on campus is limited to students who purchase a University parking permit. Parking spaces, which are limited in residential parking areas, are available on a first come, first-served basis. Students who wish to park on campus must purchase a parking permit, register their vehicles (including motorcycles), and prominently display a Dillard University parking permit in the designated location on their vehicle. Vehicles not properly registered or correctly displaying the parking permit may be towed at the owner's expense. Questions about parking should be directed to Public Safety at (504)-816-5310.

### **Parties**

Residents are prohibited from hosting parties in their rooms/apartments. A party will be defined as any group of students beyond the number of maximum number of visitors allowed in a room or apartment. Residents that would like to host a group should contact the professional staff and reserve the appropriate common area.

### **Pesticides**

Dillard University facilities department provides for pest control in the residential halls. Residents should not bring any form of pesticides into residential facilities. This includes, but not limited to, moth balls, ant/roach spray, boric acid, etc. Residents should report any pest concerns to the ORL staff.

### **Posting**

Any university or individual organization wishing to advertise an event in the residence halls or apartments must have the materials approved by the Office of Residential Life and stamped prior to posting and/or distribution.

Advertising posted in University Housing, both inside and outside of buildings, for parties or other events may not reference or promote alcoholic beverages or tobacco products.

Any materials of an explicitly sexual nature are prohibited, as well as materials that may be viewed as demeaning or degrading to a person or group of persons.

Postings not approved by the appropriate University personnel will be removed immediately. Flyers or posters should not exceed 10"x13" in size.

Posting of notices with adhesives such as duct tape, which may damage surfaces, is prohibited. The cost for removal of this type of publicity will automatically be charged to the group or individuals responsible for the posting.

### **Pranks**

Pranks which result in disturbances or distress to others or cause damage to University or personal property are prohibited. Disciplinary action will be taken against anyone disregarding this regulation.

### **Prohibited Items**

- Firearms and Ammunition: Firearms, pellet guns, BB guns, air guns, paint guns, firecrackers, or other combustible items are not permitted on University property or in University housing.
- Any items including but not limited to, bows and arrows, martial arts weapons, knives, flammable liquids, explosives, flares, candles, incense, and any open-flame-burning items.

- Live Christmas trees, Christmas lights, and live wreaths are prohibited.
- The University reserves the right to confiscate and discard prohibited items from residential facilities/areas and other University properties.

### **Projectiles**

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows.

### **Quiet Hours**

As one of the basic purposes of the university is the dissemination and application of knowledge, one of the primary rights of the students in the residential areas is the right to read and study free from undue interference in one's room. An atmosphere conducive to reasonable living and studying must be maintained 24 hours a day in all residential areas. As a courtesy, loud televisions, stereos and radios as well as activities creating excessive noise, are prohibited.

All residents must refrain from causing any noise or disruptions that could infringe on other students' right to study or sleep during these times. Noise from one's room or apartment should neither be audible outside the room door nor in adjacent rooms.

Quiet Hours are **Sunday-Saturday from 11 pm – 10am**. These hours are applicable to both inside and outside noise that could be considered disruptive to a sleep and/or study atmosphere. **During final exam week, Quiet Hours will be enforced 24 hours a day.**

### **Refrigerators/ Micro-fridges**

Residents are allowed to have a refrigerator in their residence hall room as long as it does not exceed 3.5 cubic feet. All refrigerators' must be U.L. approved, in good working condition, and may not be operated in a closet or other enclosed area.

### **Repairs and Maintenance**

Repairs and maintenance must be performed by authorized personnel only. Residents may not modify locks, University-owned appliances, plumbing, electrical circuits, or other structural elements of their rooms/apartments. Residents must report maintenance concerns in a timely manner. Failure to do so may result in charges being assessed to residents.

### **Restricted Areas**

No student shall make unauthorized entry into any residential building, office, attic, roof, closets, designated restrooms (traditional halls), or other restricted Residential Life facility or area.

### **Right of Entry**

The University respects an individual's concern for privacy.

Entrance to, inspections and searches of student rooms/ apartments are permitted without notice:

1. When there is reason to believe there is a danger to life, health, safety or property.
2. When there is reason to believe a breach of university policy is being or has been committed.
3. To ensure health and safety standards are being met.
4. To conduct routine maintenance or to inspect for or make necessary repairs to rooms/ apartments.
5. To verify occupancy.

Authorized personnel must carry appropriate University identification and show it upon student request. If entry is made when the resident is not in the room/apartment, notification of the entry will be left in the room. University personnel will not grant access to student rooms and apartments to those other than the residents of that room. This includes, but is not limited to friends, relatives, or other students.

### **Riotous Behavior**

Any activity that disrupts or obstructs the normal operations of Residential Life and/or infringes upon the rights of other members of the University Housing community, including leading or inciting others to disrupt scheduled and/or normal activities.

### **Roofs, Balconies, Trellises and Ledges**

Students are not permitted on the roofs, balconies, trellised or ledges of University facilities.

### **Room Assignments**

A student must submit a completed housing application and proof of deposit in order to receive a housing assignment.

Housing assignments are determined by the number of credits earned as reported through the Office of Records and Registration at the time of assignment.

Every effort is made to honor a resident's preference for roommate, room type, and location. However, Dillard University does not guarantee the type or location of residence and/or roommate requests. If a specific roommate is desired, both residents must request each other on their housing application.

The Office of Residential Life reserves the right to change a resident's hall, apartment, and/or room assignment at any time. The Office of Residential Life will assign a student residing in a double-occupancy room a roommate. All room assignments will be based on maximum occupancy for the unit.

### **Room Changes & Consolidation**

Residents must occupy the rooms or apartments assigned to them by the Office of Residential Life. A student who unofficially changes his or her housing assignments or allows individuals to occupy the room, including overnight, violates this policy and may be fined or face judicial action.

Dillard University reserves the right to consolidate residents at any time during the course of a semester. The Office of Residential Life has the right to move students who do not have roommates to achieve maximum occupancy in as many units as possible.

Residents may apply to move to a different room/ apartment within their current residential unit or to a different residential unit. Room change requests are granted on a case-by-case basis beginning in October, depending on space availability. Changes may then be conducted throughout the semester up until two weeks before finals. A resident may make one room transfer per year with no charge. Any additional room change made at the resident's request will require a **\$25** administrative charge. Please note that no room changes can be made without authorization from the Office of Residential Life.

### **Room Inspections**

Room inspections are conducted every other week. These biweekly checks are conducted to maintain the safety and cleanliness of each room/apartment throughout the school year. Failed room inspections will result in a fine and may result in judicial consequences and/or termination of housing for noncompliant residents after the fourth (4th) failure. There are no re-inspections.

### **Room Inventory/Damage**

As a student checks into an assigned room, he/she accepts responsibility for its condition and must thoroughly fill out the Room Condition Report (RCR). This becomes a record for the condition of the room when occupancy began. This record is compared to the condition of the room at check-out and any discrepancies become the financial responsibility of the resident. Therefore, to protect yourself, be sure to complete your check-in/check-out forms thoroughly. Failure to complete them, leaves no alternative but to assume that the room was in good condition when you checked in, and you and your roommate will be charged for any and all damages. If you leave before the other resident(s) of your room, be certain to assure that thorough cleaning is performed. All residents will be held responsible and share charges for the final condition of the room at the check-out inspection.

Residence Life staff members will inspect each student's room and determine charges if necessary. Protests or appeals related to these charges must be received within 30 days of the billing date to receive consideration.

### **Room Modifications**

Permanent fixtures and construction are not permitted. All items in the room must be free standing. Modifying electrical wiring is prohibited. Under no circumstances should nails, screws, or wall anchors be used to affix items to walls or ceilings. Installation of ceiling fans is prohibited.

### **Roommate Conflicts**

If you and your roommate are having a conflict, first discuss the problem with each other. If a resolution cannot be found for the problem, then see your Residential Assistant (RA) or Residential Life Coordinator (RLC). If the RLC feels that the problem is not being resolved, he or she has the right to relocate one or both of the roommates.

### **Service and Emotional Support Animals in Residential Facilities**

#### ***SERVICE ANIMALS***

No animals of any kind are permitted on the campus of Dillard University, unless they are service animals. Service animals can be defined as "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." Service animals include the following animals: service dog, guide dog, hearing dog, service/support dog, SSIG dog, service response dog, miniature horses (between 24 and 34 inches in height and 70 to 100 pounds).

Students with disabilities desiring to use a service animal on campus must contact the Office of Disability Services. Located in Dent Hall 106. The Disability Services staff will assist in determining any additional accommodation appropriate to the functional limitations of his or her disability. A student with a disability who uses a service animal and resides in campus owned housing is required to alert the Office of Residential Life of the animal's status prior to arrival to campus and must follow procedures to register the animal. Any damages done by the animal will be the full responsibility of the owner. Any student with a service animal must abide by the same rules as any student without a service animal.

#### ***OWNER RESPONSIBILITIES AND REQUIREMENTS: SERVICE ANIMALS***

1. Attend to and be in full control of the service animal at all times. A service animal shall have a harness, leash, or other tether unless (a) the owner is unable to use a harness, leash or tether, or

(b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties.

2. Ensuring that the service animal is wearing a leash, harness or cape that identifies the animal as a service animal when on duty anywhere on campus.
3. Responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
4. Animals must be in good health. Any service animal occupying residential facilities must have an annual clean bill of health from a licensed veterinarian
5. Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Service animals should be current with immunizations and wear a rabies vaccination tag. We highly recommend keeping this documentation on file with the Office of Residential Life.
6. Is responsible for independently removing or arranging for the removal of the service animal's waste. Waste must be disposed in a sealed bag in the designated trash area outside of the residence hall.
7. Is responsible for paying for any damage to University property caused by the animal.
8. Animals must leave campus with the student anytime the student leaves overnight and/or during University breaks.
9. Owners must provide verification that the animal meets minimum training standards from a recognized school for service animals
10. The University may prohibit the use of service animals in certain locations due to health and safety restrictions or places where the animal might be in danger. Restricted areas may include but are not limited to food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

#### ***COMMUNITY RESPONSIBILITIES AND REQUIREMENTS: SERVICE ANIMALS***

1. Do **NOT** pet, touch or otherwise distract a service animal when it is working. Doing so may interfere with its ability to perform its duties.
2. Do **NOT** feed a service animal. Their work depends on a regular and consistent feeding regimen that the owner is responsible to maintain.
3. Do **NOT** attempt to separate the owner from the service animal.
4. Do **NOT** harass or deliberately startle a service animal.
5. Avoid initiating conversations about the student's disability. Some people do not wish to discuss their disability.

#### ***EMOTIONAL SUPPORT ANIMALS (ESA)***

An emotional support animal is an animal (dog or cat only) that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. The animal is **not** specifically trained to perform tasks for a person who suffers from emotional disabilities. Unlike a service animal, an emotional support animal is not granted access to places of public accommodation. Emotional support animals are not allowed to accompany persons with disabilities in any other public areas of Dillard University other than campus housing. Emotional support animals are not pets.

Before an emotional support animal can move into campus housing with a student with a disability, the Emotional Support Animal Request Form, must be obtained from the Office of Residence Life. Students must be able to meet all conditions as outlined on the form, and provide evidence of such, when

submitting the request to the Office of Residence Life. Appropriate documentation from a licensed physician (psychiatrist) or other licensed mental health professional (psychologist, social worker, counselor) to provide sufficient information for Dillard University to determine: (1) if the individual qualifies as a person with a disability (has a physical or mental impairment that substantially limits one or more major life activities); and (2) the ESA is necessary to provide emotional support or other assistance to ameliorate one or more symptoms or effects of the disability.

Once the supporting disability documentation has been determined to support the accommodation of an ESA in campus housing, the student and the Office of Residence Life will meet, review, and sign an ESA Contract detailing the responsibilities and guidelines for an ESA in campus housing. The ESA Contract is valid for one semester at a time. If the ESA is requested for additional semesters, updated documentation is required. Approval for an ESA can be rescinded if the responsibilities and guidelines in the contract are not followed.

### ***OWNER RESPONSIBILITIES AND REQUIREMENTS: EMOTIONAL SUPPORT ANIMALS***

1. Is responsible to attend and be in full control of the emotional support animal at all times. The emotional support animal shall have a harness, leash, tether or be transported in an appropriate enclosure whenever it is outside of the residence hall room where it will be housed.
2. In shared living spaces, the emotional support animal should be in an appropriate container if the owner is not in the room with the animal.
3. Is responsible for following all rules related to the restrictions of animals from buildings on the campus other than their residence hall.
4. Is responsible for the costs of care necessary for the emotional support animal's well-being. The arrangements and responsibilities for the care of an emotional support animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
5. Is responsible for not leaving the emotional support animal unattended for an unreasonable length of time.
6. Is responsible for independently removing or arranging for the removal of the emotional support animal's waste. Waste must be disposed in a sealed bag in the designated trash area outside of the residence hall.
7. If the ESA voids on the floor or carpet anywhere inside a residence hall, the student is responsible to clean up promptly to the best of their own ability, as well as submit a work request with Facilities Management for the area to be properly disinfected. The student must pay all costs associated with such clean up. Dogs must be housebroken and accidents should be infrequent. The use of "puppy pads" will not be permitted.
8. Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities.
9. Emotional support animals should be current with immunizations and wear a rabies vaccination tag. We highly recommend keeping this documentation on file with the Office of Residential Life.
10. Animals must leave campus with the student if student leaves overnight and during all University breaks if the student leaves campus.
11. Is responsible for paying for any damage to University property or pest treatment caused by the animal.
12. Must abide by all applicable residential policies, including room inspections.
13. Is responsible for notifying Residential Life if the emotional support animal is no longer needed.
14. Is responsible for renewing ESA requests every semester.

### ***SERVICE ANIMAL/EMOTIONAL SUPPORT ANIMAL CORRECTIVE ACTION***

A service or emotional support animal can be asked to leave or not allowed participation on campus if:

- The animal is found by the University to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal's behaviors and/or actions, threatens or causes, hurt, harm, or danger to another person on campus.
- The animal is not housebroken or kept in a cage where waste can be managed effectively.
- The animal is found to be neglected or mistreated and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is unreasonably dirty.
- A service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the owner or other students/member of campus.
- A service animal attempts to enter any place on campus where a service animal's safety is compromised.
- An emotional support animal is brought inside a building other than the approved residence hall.

### **Smoking/Tobacco Use**

Smoking and the use of tobacco products of any kind is prohibited at Dillard University and all University sponsored/affiliated events.

### **Solicitation**

Only registered student(s) or student organizations, with approval of the Office of Residential Life, are permitted to solicit membership or sell approved goods in University housing facilities. Door-to-door solicitation of any kind is prohibited. Residents should notify DUPD or a Residence Life staff member if they observe people soliciting door-to-door.

### **Subletting**

Students may not sublet residential units, nor may the units be used for any purpose other than to serve as a student's residence. This includes, but is not limited to, the use of the space for commercial purposes.

### **Storage**

Due to limited space, the Office of Residential Life is not able to provide storage facilities to residents. Residents needing storage space should arrange for a privately owned storage unit in the community. If a resident fails to take personal items with them upon vacating University housing, the items will be disposed of or given to an approved charity.

### **Theft**

It is against University policy and is unlawful for individuals to take, tamper with, utilize, consume, or otherwise seize property belonging to another individual without the expressed permission from the rightful owner to do so. Those involved in acts of theft will be processed through the University Judicial system, and may face legal charges.

### **Trash Removal**

Residents are responsible for the disposal of their personal trash items that originate in their rooms or apartments. Personal trash should be taken to the dumpsters that are adjacent to the residential facilities. Trash should **NOT** be dumped in the hallways, bathrooms, stairwell, lobbies, or grounds around the facilities.

**Trespassing**

Non-Dillard students who violate any Residential Life policy may be banned from the facilities and receive a trespassing citation. Dillard students that have been evicted from University Housing will be issued a trespassing citation.

**Unauthorized Room Change**

Residents who transfer to a different room without the proper approval of Residential Life is prohibited. Violators will be fined and must move back to their original assignment.

**Vacation/Closure Periods**

Housing is not provided during vacation/closure periods. In case of extreme and extenuating circumstances, students may be allowed to remain on campus during the winter and summer break periods. However, students should be aware that “work/job” is not considered a reason granted to remain on campus. If you feel that you have an extreme and extenuating circumstance, and would like to remain on campus during the winter or summer breaks, you must meet with Residential Life prior to the posted deadline. There will be a fee assessed for all break stays, regardless of duration.

Any student violating policies during break periods is subject to disciplinary action and may be asked to leave campus and not return until the residence halls open again. There will be no visitation during the break periods.

**Vandalism**

Vandalism is prohibited. Vandalism is defined as acts of malicious mischief as well as willful and wanton damage or destruction of personal or University property. Vandalism is grounds for eviction from University housing. Students found responsible for damage will be charged for the cost of repair and/or replacement of property.

**Windows and Screens**

For safety and security reasons, neither people nor objects are permitted to pass through windows in University housing. Security screens must be kept closed at all times. Removing or tampering with the screens that have been installed on your windows is prohibited. If screens or windows are vandalized, residents should immediately report the incident to Residential Life staff. Residents may not install or place objects, appliances or equipment in or on windows, sills, roofs or ledges. Prohibited objects/equipment include but are not limited to satellite dishes, air conditioners, lights, plants, shoes, and clothing.

**RESIDENCE HALL DISCIPLINARY SYSTEM**

Residents must comply with directions of university officials, which include residence life staff. Policies and procedures in all residence halls or apartment complexes will be consistently and strictly enforced by university officials at all times. All residents are urged to be considerate, to exercise common sense, and not to infringe on the rights of others in their actions and activities as a contribution to a harmonious living group. The Residential Life Coordinator, working with the Resident Assistants, is authorized to administer and interpret these general policies.

Failure to comply with these guidelines will subject the residents to disciplinary action as stated in the university-prescribed Code of Conduct. Such actions may include dismissal from housing and/or separation from the university, etc.

**I. Jurisdiction**

The Dean of Students has jurisdiction over all cases involving violation of residential rules, regulations, and policies. Rules, regulations, and policies are published in the Terms and Conditions of the Housing

Contract Agreement, the Residential Life Guide, and/or written notices duly posted. It is the residents' responsibility to read the published material and govern themselves accordingly. Matters involving conduct in the residential system will be subject to investigation and disposition by the Dean of Students or designee.

## **II. Procedures**

### ***A. Preliminary Investigation***

Upon receipt of an allegation of a violation of the residential rules, regulations, and policies, the Residential Life Coordinator will conduct a preliminary investigation to determine whether an infraction has occurred, investigate the circumstances and facts of an alleged violation, and determine the identity of individuals with knowledge concerning the matter. This investigation may include discussion with RA/CA staff or students.

### ***B. Notice***

If, as a result of the preliminary investigation, the Residential Life Coordinator, will submit a written report to the Area Coordinator for Residential Life and Judicial Affairs, if it is determined that disciplinary action should be initiated. The charged resident will receive written notice (minimum of 24 hours) of a disciplinary meeting.

The notice will be sent to the resident's official DU email address.

### ***C. Disciplinary Meeting***

During the disciplinary meeting the resident will be provided with the evidence and other supporting materials used to determine the violations. The resident will be given the sanctions for the violations rendered by the Office of Residential Life.

### ***D. Appeal-Residential Life Judicial Board***

The sanctioned resident may appeal the action taken during the disciplinary meeting. The appeal must be filed in writing to the Office of Residential Life within two (2) calendar days of the disciplinary meeting. The appeal will be heard by the Residential Life Judicial Board, consisting of Residential Life professional and student staff. The judicial board hearing is typically scheduled within seven (7) calendar days of the appeal notice. The sanctioned resident has the right to present evidence, testimony, and witnesses; provide a written statement on his or her behalf; and rebut evidence and testimony at the judicial board hearing. The outcome of the judicial board hearing will be provided to the resident within 72 hours of deliberations.

### ***E. Final Appeal- Dean of Students***

The sanctioned resident may appeal the action taken by the Residential Life judicial board. The appeal must be filed in writing to the Office of the Dean of Students within two (2) calendar days of the judicial board outcome notice. Appeals should be based on the following circumstances:

1. A procedural error was prejudicial to the rights of the student;
2. The sanction is inappropriate to the severity of the violation and/or resident's conduct history; or
3. New information is available which was not available at the time of the disciplinary meeting or judicial board hearing, and which would have substantially affected the decision.

The Dean of Students, or designee, will review all materials related to the case from both the Office of Residential Life and the sanctioned resident. If applicable, the Dean of Students or designee, will review the audio transcript of the judicial board hearing. The sanctioned resident will receive the final appeal

outcome in writing, within seven (7) business days from the date of appeal. The actions taken by the Office of the Dean of Students are final, and there are no further opportunities to appeal.

### **RESIDENTIAL LIFE DISCIPLINARY SANCTIONS**

The action, which may be taken as a consequence of violating the Residential Life policies, ranges from imposition of a traditional sanction to the development of a creative way to assist the student in learning from the experience. Any combination of the following actions may be taken as deemed appropriate:

**A. Residential Separation/Suspension:** Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for readmission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Dean of Students. This sanction may be enforced with a trespass action, if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Director of Housing and Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

**B. Residential Reassignment:** involves a mandatory change of residential assignment within the University's residential community for inappropriate behavior in the residential living situation. Further inappropriate behavior will normally result in separation from the residential system.

**C. Deferred Separation:** is the deferred imposition of a disciplinary separation from the residence system. The deferment is conditional upon the student not committing an offense against residential regulations during the period of deferment. The commission of such an offense would result in summary imposition of the separation.

**D. Residential Probation:** is a status that may be imposed for behavior that indicates unwillingness or inability to accommodate the regular expectations of residential living. Periodic contact with a Residential Life staff member may be required so that conduct may be reviewed. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of residential standards during the probationary period, will result in more serious disciplinary action.

**E. Residential Warning:** involves written notice to the student indicating that specific behavior or activity is not compatible with the expectation of residential living. The student is officially warned in writing that further unacceptable behavior will result in more serious disciplinary action.

**F. Suspension of Visitation Privileges:** the student is barred from entering one or all residential facilities, other than his/her assigned residence hall, for an indefinite or stated period of time.

**G. Revocation of Guest/Visitor Privileges:** the student loses the privilege of having guests and visitors for a specific or indefinite period of time.

**H. Restitution:** a mandatory payment for actual damage to, destruction of, or misappropriation of University property, or the property of any person, while in University residential facilities.

**I. Fine:** a fine is the mandatory payment of a specific sum of money imposed as a sanction for an offense. Imposition of this sanction shall be with due regard to the reasonableness of the sanction in a given case.

**J. Community Restitution:** a student will be assigned to a community work project or task, which defines the length of time of the work projects.

**K. Loss of Student Leader Privileges:** this includes suspension of eligibility to hold office within Residential Life organizations; serving as Mr. or Miss Residential Life; and serving as a Residential

Assistant/Community Assistant for a period of no less than one year. Any student placed on residential probation, deferred suspension, or residential separation is ineligible to seek or to hold appointed or elected office in Residential Life organizations for the duration of the sanction.

**L. Impounding of Prohibited Items:** the Office of Residential Life may impound materials specifically prohibited by law or the rules and regulations of the University. The University may impound equipment used in a dangerous manner or in violation of the rules and regulations of the University. The sanction may provide that once the aforementioned items are impounded, the student will lose all further privileges of use or possession of prohibited contraband, materials, or equipment on University property, permanently or for a stated period of time.

**M. Residential Expulsion:** the student’s privilege to live in or visit any University owned or affiliated housing structure is revoked indefinitely. This sanction may be enforced with a trespass action, if deemed necessary.

**N. Parental Notification:** The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Per the Dillard University Student Handbook, in instances of potential harm, hospitalization, or emergency situations, the Vice President for Student Success or designee, reserves the right to contact parents, guardians, or emergency contacts. Persistent misconduct and/or alcohol or drug interventions may also be occasions in which parents and/or guardians may be contacted.

### DILLARD UNIVERSITY RESIDENTIAL LIFE FINES

VIOLATION	FINE/CHARGE	VIOLATION	FINE/CHARGE
POLICY VIOLATIONS		Riotous Behavior	\$75
Abandoned Items/Improper Check-out	\$50	Room Modifications	\$75
Acrylic Nails	\$100	Smoking/Tobacco Use	\$100
Animals	\$250	Smoke Detectors	
		Covering	\$100
		Tampering	\$150
		Disabling	\$200
Children/Babysitting	\$100	Solicitation	\$50
Cleaning/Failed Inspection	\$25/occurrence	Subletting	\$350
Cohabitation	\$100/occurrence	Theft	\$75
Cooking (unauthorized)	\$50	Trash Removal	\$50
Curfew	\$50	Trespassing	\$250
Decorating	\$25	Unauthorized Room Change	\$200
Door Propping	\$150	Vacation/Closure Periods	\$350
Electrical/Power	\$25	Vandalism	\$250

Elevator	\$50	CLEANING	
Emergency Exits	\$100	Biohazard/Bodily Fluids	\$30 per incident
Evacuations	\$50	Carpet-Excessive Stains	\$35 minimum
Facility Regulations	\$50	Curtain-Excessive Stain	\$45 minimum
Fire Safety	\$75-\$250	Tier 1-Residence Hall/Apts.	\$15 per resident
Furniture Moving	\$75	Tier 2-Residence Hall/Apts.	\$35 per resident
Games/Horseplay	\$75	Tier 3-Residence Hall/Apts.	Full Cost @ \$35/hour
General Damage Fee	\$50	DAMAGES	
Graffiti	\$200		
Grilling/Open Flames	\$250		
Guest/Visitor Violations	\$50		
Health & Safety	\$50-\$75	Adhesive-Duct Tape/Residue	\$5 per foot
Keys/Access System	\$100	Burn Damage (cigarettes, incense)	\$25 minimum
Littering	\$25	Burn Damage (fire)	Full Cost
Lockouts	\$15-\$50	Carpet Replacement	Full Cost
Loitering	\$50	Curtain/Bling Replacement	Full Cost
Mandatory Meetings	\$25	Pet/Animal Damage	Full Cost
Motorized (Non) Vehicles	\$100	Door- Plaques/Peep Holes	\$40 per item
Music/Noise	\$25	Door- Installation (Closet)	\$25
Operating Businesses	\$100	Door-Repaint	\$50 per side
Parties	\$100/resident	Door-Frame Damage	Full Cost
Posting	\$25	Door-Glass Replacement	\$400 minimum
Pesticides	\$50	Door-Screen	\$75 per door
Pranks	\$100	Furniture Move (misplacement)	\$25 per item
Prohibited Items	\$15/each item	Furniture Reassemble	\$25 per item
Projectiles	\$50	Wall- Remove Anchors	\$20 per anchor
Quite Hours	\$25	Wall- Stickers	\$25 minimum
Restricted Areas	\$50	Wall-Paint Ceiling/Floor	\$150 per room

VIOLATION	FINE/CHARGE
Wall-Paint Full Room	\$375 per room
Wall-Paint Full Wall	\$75 per wall
Wall- Baseboard	Full Cost
Wall Damage (small)	\$100
Wall Damage (medium)	\$150
Wall Damage (large)	\$400
Wall Repair Excessive	\$100 per wall
Wax Damage	\$50 per area
Window Reglaze	\$100 minimum
Window Screen Repair	\$40 minimum/screen
Window Sill Repair	\$50 minimum
KEY CHARGES	
Key Replacement	\$100
Cylinder/Core Replace	\$200
FURNITURE/FIXTURE REPLACEMENT	
Bedframe Parts	\$50
Bedframe Replacement	\$270
Bookshelf Repair	\$150
Chair	\$125
Computer Hub	\$30

## Payment Information

**Fines:** All fines assessed for violating Residential Life policies must be paid within 14 calendar days of being issued the notice, or the date indicated on the notice.

An additional seven (7) day grace period will be provided to those residents that make a request on or before the deadline for payment.

Payments must be made via money order or cashier's checks. We will not accept cash or credit card payments. Payments must be submitted directly to your Residential Life Coordinator.

Payments not made by the initial deadline or grace period deadline will result in the resident being

Desk	\$270	referred to Judicial Affairs, and issued a Code of Student Conduct violation for “Failure to Comply”.  <b>Charges:</b> all charges assessed for the repair or replacement of damaged property, cleaning, or moving, will be billed separately by Facilities. Depending on the extent of charge(s), the fees may be placed on the resident’s student account.
Desk Pedestal	\$180	
Dresser	\$288	
Light Fixture Lens	\$50	
Mattress	\$150	
Mirror	\$130	
Smoke Alarm Repair	\$25	
Smoke Alarm Replace	\$250	
Wardrobe Cabinet	\$550	
Coffee Table	\$300	
Sofa- 3 Cushion	\$550	
Sofa- 2 Cushion	\$400	
Dining Table	\$400	
End Table	\$200	
Floor Lamp	\$100	
Lounge Chair	\$300	
Door Closer	\$125	
Table Lamp	\$100	
Thermostat	\$100	
<b>MISCELLANEOUS</b>		
Hourly Labor Charge	\$25/hour as applicable	

### RESIDENCE HALL BREAKS AND CLOSURES

Holiday	Halls Close	Guests & Visitation
Labor Day	No	Visitors Allowed. No Guests.
Fall Break	No	Visitors Allowed. No Guests.
Thanksgiving	No	Visitors Allowed. No Guests.
Christmas Break	YES. Dates for closing and re-opening varies year to year. Look for dates on the University Academic Calendar.	No Guests or Visitors.
Mardi Gras	No	Visitors Allowed. No Guests.
Spring Break	No	Visitors Allowed. No Guests.
Good Friday	No	Visitors Allowed. No Guests.
End of Academic Year	YES	Visitors Allowed. No Guests.
Commencement	YES- (everyone except graduating seniors. Halls close at noon on Monday following commencement for graduating seniors.	Visitors Allowed. No Guests.

**RESIDENTIAL LIFE ADMINISTRATIVE STAFF**

Administrative Position	Administrator
Assistant Dean of Students/Interim Director of Housing and Residential Life	Mr. D. Jamar Simmons
Administrative Assistant to the Assistant Dean of Students	Ms. Tomesha Iglehart

**RESIDENTIAL FACILITY OFFICE DIRECTORY**

Hall Name	Desk Number
Camphor Hall	(504) 816-5579
Gentilly Gardens	(504) 816-5579
Hartzell Hall	(504) 816-5579
Straight Hall	(504) 816-5305
Williams Hall	(504) 816-5305
Office of Residential Life	(504) 816-4734
Office of the Dean of Students	(504) 816-4685

