

## ORL DICTIONARY

Click the  
Links!

- #** 1787- August orientation program for incoming freshman
- A** **A.A.P.** also **Administrative Action Plan** | An agreement between an RA and professional staff member about their performance as an employee of ORL.  
**A.D.** also **Area Director** | full-time professional staff members responsible for supervision of area Staffs  
**Advocate** | Online system for writing and tracking IDOC's in the halls  
**A.P.L.** also **Airport Lounge** | main lounge in Warren Hall (4<sup>th</sup> Floor)
- B** **Blackboard** | on-line portal used by JMU students, faculty, and staff to interact with each other and share information  
**Bluestone** | Ashby, Converse, Gifford, Hoffman, Logan, Spotswood, Tree Houses, Wampler, and Wayland Halls  
**Business Ops** | This office oversees facilities-related operations and planning for the residence halls and manages 13 auxiliary budgets.
- C** **C.A.B.** also **Community Activities Board** | residential student organization in upper class halls; members develop and organize programs and hall activities; coordinated by hall director.  
**C.A.P.** also **Career and Academic Planning** | Office where students may make individual appointments with a Career and Academic Planning advisor concerning their career development, planning, graduate/professional school application, internship search, and job search preparation. Located on 3<sup>rd</sup> floor of Wilson Hall.  
**C.A.P.** also **Collaborative Action Plan** | Agreement between Hall Director and Staff Member  
**C.E.C.** also **Community Enhancement Committee** |  
**C.M.S.S.** also **Center for Multicultural Student Services** | The Center for Multicultural Student Services (CMSS) celebrates diversity by heightening awareness and educating their constituents about cultural and ethnic diversity.  
**C.S.D.C.** also **Counseling and Student Development Center** | On campus counseling services offered to students.  
**C.S.P.A.** also **College Student Personnel Administration** | the graduate program in which many of our graduate hall directors are enrolled.  
**CAMP** | the programming model we use in ORL in first year halls – community, academic, multicultural, and pre-requisites  
**Campus Cookies** | Off campus cookie company which is targeted to the JMU students and community.  
**Chips** also **Mr. Chips** | on campus convenience store  
**Commons** | large area of campus located between Taylor Hall and D-Hall; used by student organizations, features live music, and the “free speech” zone on campus  
**Community Agreement** | The standards, values, and mission of a floor that is established by residents.  
**C.C.** also **Community Council** | residential student organization in first year halls; members develop and organize programs and hall activities; coordinated by hall director  
**Community Development Office** | Room C-101 in Huffman Hall. Where the Hall Director office and mailboxes are located. The Area Directors, Stephanie Carr, and Hugh also share this office. Click the link to see who else is there!

## ORL DICTIONARY (D-L)

**Devo** | staff developmental – one hour weekly meeting held by each hall staff and each area Hall Director staff used for training, teambuilding, and fun

**D-Hall** also **Gibbons Hall** | the main all-you-can-eat cafeteria in the middle of campus

**Door Decs** | decorations for residents' doors

**D** **D.P.O.** also **Departmental Purchase Order** | used by hall staffs to purchase supplies for programs

**Dukes** | Dining hall on campus. Also known as P.C. Dukes.

**Duty Log** | form that is completed each night by the staff member on duty

**Duty Tour** also **Duty** | staff members make tours of their buildings each evening when they are on duty

**E.C.L.** also **East Campus Library** | newest campus library, located in the skyline area of campus

**E-Hall** | newest dining facility on campus, located in the skyline area; home of Dolley's and Jemmy's Corner Market

**E** **E-Campus** | Online system where students can add/drop classes, view holds/grades, access "My Student Bill," view financial aid, purchase meal plans, as well as many other things.

**Ellison Punch** | Cut out stamp in FYI

**Equipment "Check Out Log"** | sheet used by staff members when letting residents borrow hall supplies

**F.Y.I.** also **First Year Involvement** | a resource center available for ORL staffs and Community

Councils/Community Activities Boards to assist in programming, bulletin boards, door decs, etc.

**F** **First Year(s)** | Freshman Students

**Grad** | graduate student

**G** **Grad Club** | five week non-credit class in study skills and college survival sponsored by ORL

**Greek Row** | Row of Sorority Houses on campus.

**H.D.** | Hall Director – In charge of managing a building and supervising a staff of RAs.

**H** **H.D.P.T.** | Harrisonburg Department of Public Transportation

**Hillside** | Bell, Hillside, and McGraw-Long Halls

**H.P.F.** also **Housing Preference Form** | form completed by students in order to change rooms

**IDOC** also **Incident Documentation** | form used to report important happenings that occur in each residence hall

**I** **In-Services** | training sessions offered by ORL and collaborating departments throughout the year; staff members must attend 2 each semester

**J** **JACcard** also **JMU Access Card** | JMU student and staff ID card

**J-ESS** | Online database where RA's can view their paychecks and access other pertinent information.

**K** **Key Audit** | weekly key count to be completed and turned into operations

**Keybox** | Locked box with spare key in the RA office.

**Lakeside** | Chandler, Eagle, and Shorts Halls

**L.G.B.T.A** - Lesbian, Gay, Bisexual, Transgender and Allies. The resource center is located in Taylor Hall.

**L** **Lockout** | when students lock themselves out of their room and the staff check out a spare key; students are permitted two free lockouts (then charged \$50 for each additional lockout)

## ORL DICTIONARY (M-S)

<b>M</b>	<p><b><u>Manual, The</u></b>   Residence Life policies and procedures manual  <b>Maintenance Request</b> also <b>Work Order</b>   form used when maintenance needs to be performed in the building. It is found online.  <b>Marathon Weekend</b>   sitting duty on Friday and Saturday nights  <b>M.S.C.</b>   mail stop code</p>
<b>N</b>	<p><b>Needs Assessment</b>   process of finding out what programming residents would like to see in the hall; can be formal or informal.  <b><u>N.R.H.H.</u></b>   National Residence Hall Honorary</p>
<b>O</b>	<p><b><u>Onebook</u></b>   resource provided to students who have submitted a deposit to the university; step-by-step process to complete all necessary information before coming to JMU.  <b>One-on-one</b>   Face to face meeting between an employee and their supervisor.  <b>On-Call</b>   Where an ORL Staff Member must be available from 5pm on Friday until 8am on Monday.  <b>ORL guidebook</b>   a calendar created by ORL for the students that includes Residence Life policies, procedures, and important dates.</p>
<b>P</b>	<p><b><u>P.A.</u></b> also <b>Program Advisor</b>   students that work in FYI and assist with program planning  <b>Piggybacking</b>   when a nonresident follows a resident into the building  <b>Policy Manual</b>   Manual containing all of the policies and procedures of Residence Life  <b>Pre-req</b>   A hall wide program put on by the staff for sexual assault awareness, alcohol awareness, safety and security, and hall-wide socials.  <b>Programming Cards</b>   cards to be completed for each program presented in the hall  <b>Programmy</b>   The name of the awards that are given out at Recognition Celebration  <b>Psych 100</b>   class required for all new resident advisers – “Interpersonal Skills for Resident Advisers”  <b>Public Area Inspection</b>   weekly inspection of all public areas in the building to be turned into operations on Monday morning</p>
<b>Q</b>	<p><b><u>Quad</u></b>   large grassy area in front of Wilson Hall surrounded by the original Bluestone buildings</p>
<b>R</b>	<p><b><u>R.A.</u></b>   Resident Adviser  <b>R.C.F.</b> also <b>Room Condition Form</b>   form used to take inventory of residence hall room condition prior to move-in and again at move-out  <b>RecCel</b>   Recognition Celebration – end of the year recognition/award banquet for ORL student staff members.</p>
<b>S</b>	<p><b><u>S.H.A.P.E.</u></b>   Students Helping Advise, Plan, and Energize; Community Activities Board representatives from each building who work with their Hall Director and professional staff members to enhance the JMU residence hall living experience.  <b><u>Skyline</u></b>   Chesapeake, Potomac, Shenandoah and Rockingham Halls  <b>S.L.I.</b> also <b>Student Learning Initiatives</b>   Room C-103 in Huffman Hall. Where you come to pick up DPOs/WGCs  <b><u>S.W.O.</u></b>   Student Wellness and Outreach  <b><u>S.Y.E.</u></b>   Second Year Experience programming model</p>

## ORL DICTIONARY (T-Z)

**T**

**T.D.U. also Taylor Down Under** | located on the ground floor of Taylor Hall; has billiards, coffee shop, computers, tables, futons, and a stage for live entertainment

**Temporary Access Cards** | hall access card issued for 24 hour period to resident that has lost JAC card

**Transitions** | room/lounge/program space located on the second floor of Warren

**W**

**Weeklies** | completed each week by Hall Director and Resident Adviser staff members; series of questions that allow for Hall Directors and Area Directors to stay up to date with each staff member.

**W.G.C. also Walmart Gift Card** | form obtained by SLI in order to purchase items at Walmart using programming funds

**Writing Center** | located in FYI; Writing Tutors provide a peer review service for first-year students



office of residence life  
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