On behalf of the Office of Residence Life, welcome to James Madison University. We are delighted you have chosen to make our residence halls your home during the 2016-2017 academic year.

In ORL, the foundation for the services we offer is rooted in the values we hold as an organization: academic achievement, supportive transition into the university community, positive learning experiences and excellent service to you, our residents. We recognize that our greatest contribution to your education is involving you in the development and implementation of these services.

This publication, the ORL Guidebook, was developed to help acquaint you to the services provided by the Office of Residence Life. We also expect you to become familiar with the residence hall policies, which are listed in this guide. If you have any questions or concerns about living on campus or getting involved at JMU, please contact our staff members. We invite you to take advantage of the many opportunities available to you as residential students.

Thank you for taking advantage of one of your best opportunities—the opportunity to live on the JMU campus.

Kevin Meaney
Director of Residence Life

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**Dates to Remember**

**August**
- 23 Residence halls open for first year students 9:00 AM - 2:00 PM
- Freshmen Meal Plans active at 5:00 PM
- Residence hall meetings 9:00 PM - See your RA for location
- Room change requests for Fall may be submitted
- Residential Learning Community Lunch at Noon, location TBA
- Residence hall meetings 9:00 PM - See your RA for location

- 24 Classes begin at 8:00 AM

- 25 Orientation activities all day
- Residence halls open for transfer students 2-5 PM, 8-10 PM

- 26 Orientation activities all day
- Freshman Assessment Day
- Madison@Midnight dance and pizza party - Village Recreation Area

- 27 Residence halls open for upperclass students 9:00 AM
- Returning Student Meal Plans active at 5:00 PM
- Orientation activities all day
- Community Activities Board applications available online

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August 2016
Residence Hall Policies and Procedures

Alcohol
Residents and visitors must abide by Commonwealth of Virginia laws referring to alcohol use and possession. It is unlawful for any person under the age of 21 to purchase, consume or possess any alcoholic beverage. The possession, consumption, or presence of alcohol is prohibited at all times in residence hall rooms if each of the residents assigned to live in the room is under the age of 21. This restriction does not apply if at least one of the room’s residents is of legal age; however students under the age of 21 may not consume, possess, or be in the presence of the illegal use of alcohol in residence halls. All residents and involved students may be subject to disciplinary follow up, including fines.

Alcohol Paraphernalia and Empty Containers
Students may not possess or use alcohol paraphernalia or devices (e.g. “beer bongs,” “funnels,” beer/water pong tables, etc.) which, by their nature, promote irresponsible consumption of alcohol.

Alcohol is permitted in the living rooms and kitchens of the Grace Street Apartments as long as one member of the apartment is at least 21 years of age. Apartment residents under the age of 21 may not consume, possess, or be in the presence of the illegal use of alcohol in residence halls.

Loud or disruptive behavior or drinking habits that otherwise interfere with the rights of others or lead to other violations of university policies are reasons for disciplinary action, regardless of age.

Alcoholic beverages may not be consumed or carried in open containers in hallways, lounges, courtyards, kitchens or other public areas. Kegs, distillation processes, as well as other large sources of alcohol such as, but not limited to, punches and grain alcohol are not permitted in or around the vicinity of JMU residence halls.

Animals (Pets, Service Animals, and Assistance Animals)
To protect the general health and safety of hall residents, pets are not allowed in any university-owned or university-operated buildings. The only exception to this policy is fish that are kept as pets. Service animals are permitted in residence halls and other university buildings. Assistance animals approved by the Office of Disability Services are permitted in university-owned or university-operated housing only. Students found with pets other than the exceptions in university-owned or university-operated housing will have 24 hours to remove the pets and may be subject to a fine of $50 per day if they do not remove the pets promptly. A follow-up inspection will occur to verify removal.

Balconies, Roofs, Windows and Screens
Students are not allowed on roofs, ledges or elevated balconies. Students may not sit in or hang out of open windows, nor remove or damage any residence hall window screens. Students may not store or display items, such as cans or bottles, on windowsills that may impede exit during a fire emergency.

Bicycles
Bicycles may not be kept anywhere inside academic or administrative buildings or in public areas of the residence halls.

dates to remember

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<td>8-13 Sorority Recruitment</td>
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As a JMU Residence Hall Student, You Will Be Expected To:

Value Learning
- maintain an atmosphere conducive to study and sleep
- attend classes
- discuss course material with hall mates
- strive to exceed minimum expectations
- practice personal and academic integrity

Respect Diversity
- discourage bigotry
- be open to differences in ideas, opinions and people
- ask questions of those different from yourself

Promote Citizenship
- respect the rights and property of others
- demonstrate concern for others in the JMU and Harrisonburg communities
- abide by all residence hall and university policies
- abide by all state and federal laws

Foster Community
- respect the physical space in which you live
- respond positively to your neighbors
- treat your neighbors as you wish to be treated
- support an educational atmosphere

Housing Contracts for 2017-18 available through Online Housing System based on availability.
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except where designated. If all of the residents of a living unit agree, bicycles may be stored in students’ rooms, apartments or suites. Storage may only occur within the confines of the prescribed areas.

Students must register their bicycles with Campus Police. This registration is required to help prevent vandalism or theft.

Students may not ride bicycles, skateboards, scooters or other wheeled vehicles in residential facilities. Bicycles improperly placed in any student housing will be confiscated by Campus Police. Wall or ceiling mountings used to store bicycles are not permitted. Any damages caused by the storage or transportation of a bicycle are the owner’s responsibility. Motorcycles, mopeds and other motorized vehicles may only be parked in designated parking lots.

**Bulletin Boards**

Bulletin boards are designated for posting residence hall information, Community Activities Board notices and other similar items. All off-campus agents must receive approval from both the director of the University Center and the associate director of Residence Life to post notices on residence hall bulletin boards.

All signs, except those regarding residence hall business or publicity for hall events, must have appropriate approval stamps from the University Center or Residence Life. Unauthorized removal of postings or vandalism of bulletin boards is prohibited.

**Candles, Incense and Open Flames**

Candles, incense and other items producing an open flame or ember may not be burned in residence halls. Residents may not have candles of any kind in their hall. Wax burners and candle warmers are also prohibited. Violations may be subject to disciplinary action and/or fines.

**Checkout (End of the year)**

There are two methods of checking out of a residence hall room. The first is to meet with an RA after having removed all of belongings from the room. At this time the RA will conduct a preliminary inspection to determine the condition of the room and note any damages, trash or cleaning concerns. Residents are expected to schedule, in advance, a time for the RA to assess their room and to check them out of the hall. Additional inspections by Residence Life staff will occur after checkout. The second method of checking out of a residence hall room is the Express Check-out method. Express Check-out is only available at the end of the academic year. Express Check-Out is a quick way to check out of the hall; however, there are several steps. Students will need to make sure that the room is clean and that none of their belongings are left in the room. They then put their keys in the completed express check-out envelope and drop it in the slot in the hall office door. If a resident chooses to use the Express Check-Out option, he/she waives all right to appeal any charges found in the room upon staff inspections.

Failure to go through a scheduled checkout or use the Express Checkout process will result in a $50 fine. When checking out, a residence hall staff member will use the resident’s Room Condition Form to note missing or damaged furniture; damage to floors, walls, doors, ceilings, electrical fixtures, windows and locks; and any other maintenance or custodial services required to return the room to its original condition. A second inspection conducted by ORL Business Operations staff will occur after student departure. Additional charges may be assessed at that time.

If warranted, the student will receive a bill in the summer for damages noted on the Room Condition Form or found during a subsequent inspection. All room occupants will be held financially accountable for the condition of their private room. Unless specific individuals accept financial responsibility for damages, missing furniture or dirty conditions, each resident of the room/suite will be billed for an equal portion of the damage or cleaning assessment.

All rooms must be neat at checkout time. Rooms must be swept and/or vacuumed. There will be a bill assessed per person for any room that requires excessive cleaning or trash removal. Residents are responsible for cleaning and removing trash from their room and surrounding hallways and stairwells.

**Living On Campus Next Year**

It’s time to consider where you would like to live next year. In addition to considering off-campus apartments, remember that on-campus living has many perks. Here are some great things about living on campus:

1. You’re closer to your friends
2. You don’t have to go grocery shopping.
3. You can have a chef cook all your meals for you.
4. You don’t have to wash your dinner dishes.
5. You always have enough toilet paper!
6. You have unlimited access to cereal and milk!
7. You have fewer monthly bills to pay.
8. You don’t have to wait for a parking spot in a commuter lot.
9. You can wake up five minutes before your class starts and be on time!

Visit [www.jmu.edu/ORL](http://www.jmu.edu/ORL) for information on arranging to live on campus next year.
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Curtains and Wall Coverage
Any curtains or drapes in student rooms must be fire treated or made from fabric that is fire retardant. Fire retardant spray is available in each residence hall office. If curtains are fire treated, students must have proof of treatment. This proof can be an attached manufacturers tag, a receipt for professional treatment or the can of spray treatment used. No draperies should be hung at or near doorways. Hanging or suspending any type of paper or fabric from the ceiling, overhead lights, smoke detector, or sprinkler head is prohibited.

Wall Coverage
Excessive decorations on room walls can be hazardous. The State Fire Marshal has set the following guidelines for residence hall room wall coverage: wall coverage not to exceed 50% in buildings with sprinklers; wall coverage not to exceed 20% in buildings without sprinklers.

Damage and Vandalism
Students and their guests will be held responsible for any damage, theft or act of vandalism of university property both in private and public areas of the residence halls. This includes extra housekeeping services required for the removal of bloodborne pathogens (vomit, blood, bodily fluids, etc.). Students may be held accountable for damage that happens to/from the exterior of doors, windows and screens. Bills for the cost of repair and/or clean up will go to the responsible students.

Delivery of Packages
Deliveries made to JMU residence halls are to be accepted only by the addressee or by his or her designee. The university accepts no responsibility for the loss of such deliveries.

Drugs
Students may not possess, use or distribute any illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Such possession, use or distribution is prohibited in any building or on any property owned or operated by the university.

Possession applies to any area or property for which the student is responsible. University policy conforms to state law with regard to drug paraphernalia.

Electrical Appliances
To prevent fire hazards, the State Fire Marshal’s office and the Office of Public Safety established the following policies to limit the amount of electricity that can be safely used on any given electrical circuit.

These appliances and other items are prohibited in residence halls:
- Air conditioners
- Any appliances with an open heating element
- Candle warmers & wax burners
- Ceiling fans
- Coffee makers without automatic shut-off
- Electrical cords under carpets
- Extension cords, Cube adaptors (includes any item that serves as an extension cord such as lamps or bed risers with electrical outlets)
- Electrical cords, hot plates
- Keg refrigeration devices
- Microwaves
- Refrigerators larger than 5 cubic feet total capacity
- Sandwich grills
- Space heaters
- Toaster ovens
- *Wireless routers

Only one refrigerator (no more than 5 cubic feet total capacity) is permitted in each single or double room. One refrigerator of the same size is permitted in Village suite rooms. Two refrigerators are permitted in permanent and temporary triples as long as there are at least three residents in the room.

Any appliance with a heavy electrical draw, such as a hair dryer, an iron, a television or a refrigerator, is to be plugged directly into an outlet. Circuit protected powerstrips (with reset button) must be plugged directly into the wall, not into another power strip. Only UL approved multi-plug surge protectors with an integrated circuit breaker may be used. Powerstrips are not permitted to be hung/supported by their own cord. Powerstrips need to be on a flat surface or secured so the cord is not stressed. Extension cords are strictly prohibited and this includes any item that serves as an extension cord such as lamps or bed risers with electrical outlets on them.

All appliances should be covered under homeowner’s insurance policies. The Office of Residence Life and James Madison University are not responsible for damages to students’ personal property.

Registering for Classes
As you prepare to register for classes for spring, make sure to review your degree requirements, major requirements, and course descriptions with your academic advisor. Many classes require prerequisites; therefore, you might have to complete certain classes before other classes you may need for your degree or major. You can visit www.jmu.edu/catalogs to review the requirements for your degree and major.

Plan to meet with your advisor so that you can ask questions about your schedule for next semester. For example, you could ask how the classes you plan to take next semester will affect your major, degree requirements, or academic status.

After you ask your advisor any questions you may have about your classes, go to MyMadison (mymadison.jmu.edu) before your registration time to monitor the availability of your classes. You may want to have a list of alternative classes for next semester in case your first choices fill up before your registration time.

Also, be aware that some classes require overrides, which you will have to request from the departments offering the classes before registering for them.

Housing Contracts for 2017-18 available through Online Housing System based on availability.
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Electrical Appliances (continued)

Students found with inappropriate appliances in their room or suite will have 24 hours to remove the items and may be subject to a fine if they do not promptly remove the items. A follow-up inspection will occur to verify removal.

*Wireless routers are strictly prohibited by the university as they pose a threat to the campus network.

Electrical Cords

Only an Underwriters’ Laboratory approved multi-plug with its own circuit breaker with reset button may be used in residence halls. Extension cords are prohibited. Students may not place electrical cords under carpets or across their doorway threshold or attach them to the ceiling. When leaving for any extended period of time, students must unplug all appliances.

Students may not tape over, tamper with or disconnect a circuit breaker with reset button may be used in residence halls or suite in accordance with all applicable state laws and university policies. ORL aims to establish and maintain a positive educational environment in the residence halls. The policy for gatherings in the halls will be continued as long as this goal is not jeopardized.

Elevators

Tampering with or misusing elevators is prohibited; it can create safety concerns, damage costs and excessive wear and tear on elevators operating for the large number of residents within the halls.

Events

Public Areas

Residence hall students may reserve and use a designated public recreation area in their hall for a private party or social activity. Students should communicate with their hall director to obtain specific procedures on how to reserve a public area for an event.

Room/Suite

Students may have small social gatherings in their room or suite in accordance with all applicable state laws and university policies. ORL aims to establish and maintain a positive educational environment in the residence halls. The policy for gatherings in the halls will be continued as long as this goal is not jeopardized.

Residents’ rights to study, sleep and have reasonable privacy within their room will be maintained. These rights supersede the right to socialize. Residents must consult their roommate and suitemates prior to an event to prevent disruptions in the room or suite. Loud or disruptive behavior, lack of cleanliness in the residence halls or drinking habits that interfere with the rights of others are reasons for disciplinary action. Room or suite events are discouraged during weeknights.

Events in rooms or suites are intended to be small due to the space availability and safety and fire regulations. The number of people attending an event must be no more than the room can accommodate: six (6) per bedroom, eight (8) in a Village quad/permanent triple and/or twelve (12) per Village Suite room. For the Grace Street Apartments: six (6) per 1 bedroom double, and twelve (12) per 2 bedroom double. Residents are responsible for their guests’ behavior. Failure to control guests will result in immediate administrative or judicial action.

Fire Alarms

No student may activate any alarm or attempt to manipulate any electrical or mechanical device for the purpose of creating a false fire alarm.

Failure to Evacuate

No student may disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding. This is a violation of commonwealth law and can result in judicial action and/or a fine.

Tampering with Fire Safety Equipment or Devices

No student may operate or tamper with any fire fighting equipment without authorization. In addition, no student may tamper with or otherwise misuse any fire detection or early warning device, emergency lighting, evacuation systems, or emergency telephones. Tampering with or misusing such items is a violation of commonwealth laws.

Obstruction of Fire Evacuation Routes

Due to fire safety regulations, students may not store loft bed construction materials, boxes, trash, bicycles, furniture or other items in hallways or other public areas. No student may purposely prevent someone from swiftly and safely evacuating a building. No student may enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

Due to fire safety regulations, students may not store loft bed construction materials, boxes, trash, bicycles, furniture or other items in hallways or other public areas. No student may purposely prevent someone from swiftly and safely evacuating a building. No student may enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

Resident/Suite Policies

As an RA you can:

• earn the equivalent of $4,389/year;
• make lifelong friends;
• have a single room;
• help other JMU students every day;
• serve as a campus leader;
• gain skills that will help you obtain employment after graduation.

For more information on applying for an RA position, talk to your RA and visit www.jmu.edu/ORL and click “Work for ORL.” Applications will be available online by December 1, 2016.
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Fireworks, Explosives and Flammable Substances
Possessing, storing or using any fireworks, explosives or flammable substances (including charcoal and lighter fluid) is strictly forbidden in and around residence halls. Use or possession of such materials may result in judicial action.

Wall Coverage
Excessive decorations on room walls can be hazardous. The State Fire Marshal has set the following guidelines for residence hall room wall coverage:
- Wall coverage not to exceed 20% in buildings without sprinklers
- Wall coverage not to exceed 50% in buildings with sprinklers

Fire Drills
Residence halls are completely evacuated for all fire alarms. Periodic fire drills are held to ensure the safety of all residents.
- Properly conducted fire drills can help minimize problems if an actual fire emergency occurs. Fire evacuation diagrams are posted on each residence hall door.
- Each residence hall must hold a pre-announced, walk-through fire drill during the first few days of each semester. During each pre-announced fire drill, staff members will be required to open doors to all residence hall rooms to ensure evacuation. There must be one unannounced fire drill each eight weeks.
- Residence hall staff members may make a room-by-room check to ensure that all occupants leave the building in the event of any fire alarm (fire drill or unplanned alarm). Residents are not permitted to re-enter the building until authorized to do so by Campus Police or the fire department. Staff members may be held responsible for violations found during fire alarms or room inspections.

Furniture Misappropriation
Students may not remove university equipment or furniture from its assigned room, suite, lounge or other area within a residence hall. Unauthorized removal of furniture within a building or from one building to another will be considered misappropriation, and a fine may be incurred.

Gambling
Residents and visitors must abide by Commonwealth of Virginia laws referring to illegal gambling, including, but not limited to, poker, football pools or any games of chance.

1. Illegal gambling is legally defined as making, placing or receiving any bet or wager of money or anything of value made in exchange for a chance to win a prize, stake, or other consideration or thing of value, dependent on the result of any game, contest or any other event, the outcome of which is uncertain or a matter of chance.

2. In Virginia there is an exception that makes gambling legal when such gambling occurs in a private residence which is not commonly used for such games of chance and where there is no operator of the game. When any form of wagering is involved, poker games or other games of chance may be played in student bedrooms, Village suites, and Grace Street Apartment living rooms only. These games may not be played in the lobby, TV lounge, study lounge or any other public area in the residence halls. There cannot be a regularly scheduled poker game or any other game of chance in any student bedroom or Village suite. There can be no operator of any such game.

3. When students or visitors are playing poker or other games of chance in their room, no one may benefit from the game in any way other than as a result of the outcome of the game (i.e. students may not charge an entry fee or take a cut of the amount wagered).

4. Poker or other games of chance may be organized by the staff and may occur in the public areas of the building (not including Village suites or apartment living rooms) only if there is no entrance fee, no wagering on the outcome, and no prize of any value awarded to the winner. Door prizes are allowed under the law, but these must be awarded on a purely random drawing. These games may not be used as fund-raisers by individuals or groups.

5. Football pools or any other form of wagering on the outcome of an event may only occur between students within the bounds of their bedroom or suite. These may not be posted or advertised in public areas.

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**Guests**

A room adequately accommodates the persons to whom it is contracted and a few guests. Overcrowding rooms is a safety concern and an issue of community welfare. Residents may have no more than one guest per resident per night; overnight capacity in the bedroom may not exceed one guest per resident. Overnight guests must be 16 years of age or older.

- If students plan to have overnight guests, they must obtain agreement from their roommate in advance. Roommates must have full use of their room at all times and must give consent to overnight guests. If roommates do not agree on having an overnight guest, the right of the student who does not want the guest takes priority.
- Guests may stay overnight in student bedrooms only (residents and guests may not sleep in suite rooms, apartment living rooms, lounges, or other public areas) and must use gender-appropriate or gender-neutral bathrooms.
- Guests must be escorted at all times by the host resident, even to bathrooms.
- Hosts are responsible at all times for the activities and actions of their guests. Guests who violate any residence hall or university policies may be required to leave and the host held accountable. Damages attributed to guests may be charged to the hosting students.
- Hosts may not give their room key or JMU Access Card (JAC) to their guest. Guests are only allowed to visit their host, and are not permitted to wander the halls or visit other residents or rooms unless they are explicitly invited and escorted by their host.
- Students may not have overnight guests during final examination weeks.
- Guests may not stay on campus overnight for more than two consecutive nights but will need special permission from your residence hall director to stay longer. Overnight guests are not permitted during final exams.

**Holiday Decorations**

To ensure the safety of all residence hall occupants, residents and staff should adhere to the following guidelines when decorating for holidays.

- No open flames (candles, sterno type products, etc.)
- Utilize battery powered lights inside jack-o-lanterns
- Door decorations are limited to 24 hours
- No decorations on fire doors
- No decorations in stairwells
- No smoke or haze machines
- No disabling of exit signs or emergency lighting
- All decorations must be flame retardant or otherwise non-combustible (acceptable products are crate paper/streamers, spider webs that are not excessive in size or covered with flammable items.)
- Do not block, impede, obstruct, or otherwise obscure any means of egress. Doors must be able to swing open a full 90 degrees.
- Holiday lights may not be hung in public areas or from any ceiling or doorway. Lights should not pass through a doorway or window. No more than three strands of lights should be connected to one another. Holiday lights must be unplugged / switched off when a room is unoccupied.
- Live Christmas trees are not permitted in residence halls.

**Housing Contract Responsibilities**

The JMU Residential Contract is a legally binding agreement between the student and the university. The contract commits a student to university-sponsored housing for one academic year consisting of both fall and spring semesters. Specific items and conditions are outlined in the contract, and students should review them carefully.

A student moving out of his or her assigned residence hall room prior to the end of the academic year does not constitute a cancellation of the JMU Residential Contract.

Students must submit requests for release from the contract to the Director of Residence Life or his/her designee. Students cannot make commitments for other living arrangements until Residence Life grants the contract release. Granting a release is not automatic. If a release is granted, charges may be assessed based upon the refund schedule outlined in the JMU Residential Contract.

**Having Guests in Your Room**

You are welcome to have guests who stay overnight in your room while visiting JMU’s campus and Harrisonburg. Before your guests arrive, make sure that your roommate does not object. Roommates must have full use of their room at all times and must give consent to overnight guests. If roommates do not agree on having an overnight guest, the right of the student who does not want the guest takes priority.

Also, be aware that your guests can stay on campus overnight for two consecutive nights but will need special permission from your residence hall director to stay longer. Overnight guests are not permitted during final exams.

Visit the parking office in the parking deck on Champions Drive when your guests arrive so that they can get parking passes. The parking office will designate specific parking areas on the visitor parking passes so that your guests can park their cars without worrying about getting tickets.

Please escort your guests at all times and do not loan them your JAC or room key.

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**Residence Hall Policies**

**Fees to Remember**

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- **7** Student Assessment and Faculty Assistance: no classes 8 AM-4 PM. Classes beginning 4:00 PM or later meet as scheduled.
- **14** Valentine’s Day
- **20** Presidents’ Day, classes in session
- **28** Third Block classes end
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JAC Access into Your Residence Hall

All residence halls have JAC-accessible exterior entrance doors. Students will have 24-hour card access into their residence hall when school is in session.

Lost or stolen JACs should be reported to Card Services, Student Success Center, 568-6446, Monday–Friday 8:00 a.m.–5:00 p.m. During other hours, students should call Campus Police (Public Safety) at 568-6913 to have their card deactivated, or students can log on to www.jmu.edu/cardctr and click on “Manage Your Accounts” to deactivate their JAC. Students can check out a temporary card from hall staff for use until the next regular working day if they lose their JAC or if their JAC stops working weekdays after 5:00 p.m. or on weekends. Temporary access cards do not access meal plans.

Keys & Security

Each student living in a residence hall will be issued a room key, and some will be issued a suite combination during the hall check-in process. A student may not lend room keys or suite combinations to any other person. Residence hall keys are not to be duplicated except by a JMU locksmith, as authorized by the Office of Residence Life. Residents will be billed for each lock change if a key is lost.

All residence halls are locked 24 hours per day, seven days per week. A student who enters or leaves a residence hall is responsible for securing the door. Propping or otherwise preventing any door from being completely secure is a serious safety violation.

Security of each residence hall requires that students lock their room and/or suite doors and keep their keys with them when they leave their room. Lost keys should be reported to a Residence Life staff member immediately. Staff members are able to unlock doors for residents; however, abuse of this service or breach of hall security may result in disciplinary action.

Students are not to admit unauthorized or uninvited persons into their residence hall at any time.

Students who live in 2-room suites (rooms that share a bathroom and/or suite doors) are not permitted to enter the other room in the suite without express permission of the suitemates. Additional locks may not be installed on these bathroom doors due to fire code restrictions.

Lock Change & Lost Key Replacement

To maintain security, a lock will be changed whenever a room key is lost or stolen. The student will be responsible for paying the appropriate charge. Room lock changes cost $50. There is a $50 charge to change a suite combination at the second request. If a key is lost, residents should contact their RA or hall director with in 24 hours of the key being lost or stolen. The staff member will submit a lock change request on the student’s behalf. The staff member will then issue a spare key from the key box to be used until the lock change can be completed. Lock changes at the Apartments on Grace Street are $75.

Lockouts

Students locked out of their room should contact a hall staff member for admittance to the room. Students must provide proof of residency (JAC or student ID number). Students will only be admitted to their assigned room. A $50 fine will be charged for each lockout after the second time a student is admitted to his or her room with a lockout key during the academic year. Lockouts carry over from the fall to spring semester and do not reset to zero.

Laundry Facilities

Each residence hall has a laundry room with washing machines and dryers. All laundry equipment is coin operated and also accessible by JAC. Students can call 1-800-927-9274 with concerns related to washers and dryers.

Loft Beds

Residents must take full responsibility for the installation and construction of any personal loft beds. The university will not provide such services and assumes no responsibility for the safety of the loft bed. Loft bed construction must be in compliance with the following guidelines:

Temporary Triple rooms

In temporary triple rooms, a university-owned loft bed will already be installed. Until that room has been de-tripled and the third set of furniture removed, personal loft beds will not be permitted.

(Loft Beds continued on next Policies page.)

Getting into Your Residence Hall

Make sure that you keep track of the room key that you received during the check-in process. You need this key to get into your room.

Most of you use your JAC to get into your residence hall, so it’s important to have it with you. If you lose your JAC, make sure to report the loss to Campus Police, or deactivate your card at www.jmu.edu/cardctr.

You can also use your JAC to buy food at on-campus dining and vending services and to purchase items from the bookstore, and to use printers and copiers around campus. In addition, there are several stores and restaurants around town where you can use your JAC for purchases and/or discounts.
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Loft Beds (continued)

Construction
The loft bed must be totally self-supporting with no attachments to walls, ceilings or other furniture in the room. No nails, bolts, or screws will be permitted in room floors, walls, or ceilings.

- Pressure treated lumber is not allowed
- All trash, including wood scraps and sawdust, must be taken directly to the dumpster and not left in hallways, public areas, or trash containers in the hall.
- We recommend that the bed spring be incorporated into the design of the loft.
- The resident is responsible for storage of all bed parts not used in loft construction.
- JMU furniture may not be stored in residence hall storage areas.

Placement
Lofts may not block doorways or windows and should not be in contact with room radiators. Loft construction must not interfere with either the location or operating efficiency of any smoke detector. Bunk beds and loft beds placed against a wall with an operable window may not extend past the center of the window. If the bed does block more than half the window opening, then the entire bed unit will need to be moved a minimum of 12 inches away from the wall. This will allow for residents to stand at a window to call for help or rescuers to enter the room from the exterior in the event of an emergency.

Size Limitations
The mattress support area must be no higher than 7 feet from the floor. Ceiling heights vary from hall to hall but the sleeping surface dimensions must not exceed 89 inches long by 47 inches wide.

Any construction of loft beds is at the resident’s own risk; however, Residence Life staff reserve the right to deem a loft unsafe or in violation of fire code. Failure to remove or modify the loft may result in an immediate $50 fine and an additional charge of $50 per day for each day until compliance is met. All student owned loft beds must be dismantled and original beds reassembled by the Thursday before exam week to prevent unnecessary noise during final exams. Loft beds may also be dismantled after 11:30am on the final day of exam week. University beds must be properly reassembled before residents check out. If the university bed is not assembled, residents will be assessed an improper checkout fine.

If you have any questions regarding this information, contact the Office of Residence Life, Business Operations at 540-568-7576 or busops@jmu.edu.

Painting
The university allows residents to paint their room or suite but does not provide materials to paint the room or suite. In order for a resident to paint/decorate a room or suite, a Paint Authorization Form must be completed and all guidelines followed. Forms are available in residence hall offices. Residents must receive advance approval of designs for public and suite areas. At the end of the academic year, or as required, the university will paint decorated areas in order to return the room/suite to the original condition. All students who signed the Paint Authorization Form will be billed to cover the costs to restore the area to its original condition. Students will not be allowed to repaint the decorated areas.

Painting – Public Areas
Only areas designated as public space by the appropriate area director may be painted. Metal windows, doorjambs, doors, marble sills, built-in or movable furniture and floors etc. may not be painted. A graphic design and desired location must be submitted on a Paint Authorization form and approved by the Area Director, Hall Director, and residents of the floor before any work is to begin.

Projectiles
Students may not throw or cause the projection of any object or substance which could damage or deface university or private property or cause personal injury or disruption. This includes throwing objects or athletic equipment inside the residence halls, throwing snowballs or water balloons in or near halls, and using water guns in or near halls. Residents may be held responsible for damage to windows and doors of rooms or suites even if the source of damage is unknown.

Recycling
Don’t forget to recycle! A recycling bag will be issued to you to keep in your room to make it easier to recycle. Take cans, bottles, and newspapers to the recycling area in your hall.

Why wait? Donate!
To keep useful items out of the landfill, you can donate them. Donation areas will be set up in each hall late in the spring semester.

Acceptable items to donate:
- Unbroken furniture
- Office & school supplies
- Clean clothing
- Unopened personal hygiene products
- Unopened, non-perishable food items
- Functional appliances
- Functional electronic equipment
- Books (no textbooks) and games
- Clean sheets, blankets, towels
- Carpets
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Quiet Hours

Time periods have been designated in residence halls as courtesy hours and quiet hours to promote an environment conducive to living and learning. The university is committed to providing students with housing in which they may grow and develop both personally and academically. To achieve this environment, quiet hours must be established and maintained. The following guidelines have been established to promote an atmosphere conducive to studying.

- Students are required to consider the needs of others at all times and to govern the noise level from their room. Quiet hours are in effect 24 hours a day, seven days a week. This means that any noise or behavior that distracts a resident from sleeping or studying must cease at the request of another resident or staff member.
- All residence halls will have quiet hours and these hours will be posted throughout the hall.
- The residents of each hall can vote to increase their quiet hours by a two-thirds vote of the Community Activities Board. This matter will be one of the first orders of business for the new Community Activities Boards at the beginning of the academic year. Quiet hours may not be decreased.
- Prior to the adoption of quiet hours for a new academic year, quiet hours are 11:00 p.m. to 9:00 a.m. on weekdays starting on Sunday and 2:00 a.m. to 10:00 a.m. on weekends. Quiet hours will begin on the first evening that residence halls are open.
- Starting at 10:00 p.m. the Friday before fall semester finals and Thursday before spring semester finals, quiet hours are in effect 24 hours a day until the end of examinations. Hall staff members in each area may designate a stress-relief hour (9:00-10:00 p.m. each day) when the quiet hours are not enforced; courtesy hours remain in effect.
- Radios, stereos, musical instruments and sound amplification equipment may be used by students as long as the use of the equipment does not disturb other residents, faculty members or neighbors. Sound equipment or musical instruments may be restricted from a room or confiscated if they are the cause of continuous complaints or disruption. The placement of speakers in room or suite windows is prohibited.

- If students are bothered by noise in their hall during courtesy hours, it is their responsibility to ask the person making the noise to be quiet. If the person who has been asked to be quiet fails to reduce the noise to a reasonable level, the students should request assistance from a residence hall staff member.

Repairs/Maintenance

Requests to have repairs completed in your room should be submitted online. Log on to www.jmu.edu/ORL/maintenance. Under Submit a Work Request, click “maintenance request.” You’ll be prompted to enter your e-id and password, then you can submit the information specific to your request. If you have difficulty using this feature call 568-7576 or contact your RA for assistance.

Room Changes

Requests for room changes can be submitted as of the first business day of each semester. ORL may not process room change requests until after the first three weeks of each semester. For a smooth room change, students should take the following steps:

1. Discuss plans with current roommate(s).
2. Complete the Online Room Change Request form through the Online Housing System. ORL will determine what spaces are available for a room change and will make you Room Change Offer. ORL will communicate with you about how to see the space and meet the potential roommate.
3. After accepting the Room Change Offer, schedule a meeting with the new hall director to complete the room change process.
4. Move belongings into new room assignment.
5. Schedule a meeting with the original hall director to complete the check out process and return keys after student removes all belongings from his or her original room assignment.

Direct Switches of Room Assignments

A direct switch involves two residents of the same hall exchanging room assignments. Hall Directors have the authority to approve direct switches and do not require an Online Room Change Form. However, the Hall Director must authorize the direct switch before either student can move rooms. Room changes into vacant spaces or any other hall must submit an Online Room Change Request form and follow the steps above.

- Remove all trash, including cinder blocks, bricks, shelves and loft bed materials, from your room.
- Clear all floors, walls and furniture of trash, pictures posters, etc.
- Set up assigned room furniture properly.
- Reassemble bed properly ($50 fee if not assembled properly).
- Close and lock all windows.
- Close blinds or roller shades.
- Remove trash from hallways, bathrooms and common areas.
- Sweep room floor before leaving.

Getting Ready for the Summer

There are a lot of things to keep up with at the end of the year: taking final exams, moving out of your residence hall and figuring out how to spend your summer, just to name a few.

To reduce the stress of keeping up with so many things, use the guidelines below to prepare your room for move-out.

- Remove all trash, including cinder blocks, bricks, shelves and loft bed materials, from your room.
- Clear all floors, walls and furniture of trash, pictures posters, etc.
- Set up assigned room furniture properly.
- Reassemble bed properly ($50 fee if not assembled properly).
- Close and lock all windows.
- Close blinds or roller shades.
- Remove trash from hallways, bathrooms and common areas.
- Sweep room floor before leaving.

There will be a fee per person for any room that requires excessive cleaning or trash removal. Make sure you don’t have to pay this bill by preparing your room for move-out during finals week.

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(Room Changes continued on next Policies page.)
Room Changes (continued)

First Year Student Room Changes
To move to another first-year hall, students should follow the procedures outlined above in Room Changes. First year students are rarely granted authorization to move to upper-class halls.

Unauthorized Room Changes
Room changes cannot be made without proper authorization. Students may be fined for unauthorized room changes and must return to their original room assignments.

End-of-Semester Room Changes
At the end of the fall semester there are usually a substantial number of room changes. Students who would like to change rooms should complete the Online Room Change Request form through the Online Housing System. If a student’s roommate is moving and the student does not notify ORL of his or her roommate preference, ORL will assign a new roommate to the student’s room.

Room Inspections
Room inspections are conducted to ensure safe and healthy conditions in the halls. This process facilitates the identification of room damages for which residents may be accountable. Each room will be inspected once every eight weeks. The time of the inspection will be designated by the staff in each building and will be announced at least 24 hours before the inspection. Periodic inspections by the State Fire Marshal Inspector may also be done. There is usually very little advance notice for these inspections.

A fine or student accountability action may result from damages, unsafe conditions or policy violations.

Smoking
Smoking is defined as the burning, lighting or use of a tobacco product or marijuana and any other smoking device or equipment that includes, but is not limited to cigarettes, cigars, electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes. Smoking is not permitted in any residence hall room, suite or floor. Students must go outside the building to smoke and stay away from hall doors and windows. Smoking is not permitted in the Village courtyard areas or on Bluestone Hall porches/patios.

Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material waste.

Solicitation/ Distribution/Collection of Information
Students or student organizations may not engage in advertising, selling or distributing any goods, services, publications, flyers, tickets or soliciting/requesting information or interviews. They may not solicit, for any purpose, using university telephones, property or buildings. Door-to-door solicitation and/or distribution or collecting information, interviewing or surveying residents in residence halls is prohibited. Exceptions related to residence halls for the purpose of service programs and fund-raising projects must be approved in advance by the associate director of Residence Life.

All students or student organizations planning to conduct programs on or off campus requiring an agreement with non-university agencies must obtain the permission of the director of the University Unions and, in some cases, the vice president for University Advancement.

Non-student and non-university related organizations may not sell, distribute or solicit in the residence halls for any purpose. Residents may not permit their guests to be involved with any type of solicitation of goods, services, or information in the halls. Violations may be subject to disciplinary or student accountability action.

Storage Rooms
Storage rooms exist in residence halls to provide students with reasonable space for the temporary storage of personal belongings during the academic year.

The residence hall storage rooms are provided for the convenience of students who use them. No inventory of stored items is made. The university will take reasonable precautions to safeguard the items stored; however, students must understand that items placed in these areas are stored at their risk. The university will make no (Storage Rooms continued on next Policies page.)

Taking Advantage of Your Summer Break

You have the summer to yourself – take advantage if it!

After you move out of your residence hall, you may chose to take a summer class, get a summer job, find an internship or just take it easy. When completing personal and professional projects in such activities, you can gain skills that will help you in class and in future jobs. Below are just some of the skills that you can gain during the summer to help you become a more marketable student.

- Coping with pressure
- Listening carefully
- Speaking convincingly
- Resolving conflicts
- Explaining and using available resources
- Reading and analyzing large amounts of material
- Asking creative questions
- Setting up and using equipment
- Meeting deadlines
- Writing with clarity

## Residence Hall Policies

### Dates to Remember

**May**

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Housing Contracts for 2017-18 available through Online Housing System based on availability.
reimbursement for items lost, damaged or stolen. Items stored during the school year must be picked up before the residence halls close for the summer. The university does not provide storage during the summer months. Check online for storage alternatives.

Arrangements for the use of the storage area can be made with the hall director or RA. (At no time may an open storage room be left unattended). Stored items must be identified with a storage tag provided by hall staff.

The following are important points to remember when using storage rooms provided by the university:

- University-owned furniture may not be stored in storage rooms.
- Only items with storage tags may be stored. Students are responsible for tagging their storage items.
- Storage tags are available from the residence hall staff.
- Storage items must not be left on the floor of the storage room. Shelves are available in most storage rooms and should be used to maintain a clear walkway into the storage room.
- Storage during the summer is only available between spring and summer sessions and only for students residing in the summer residence hall.
- Storage rooms may be cleared of abandoned property at the university’s discretion each summer.
- The Office of Residence Life is not responsible for the items in the storage rooms. Residents store items at their risk. Students should not keep the following items in the university storage rooms:
  - Gasoline, paint and other flammable liquids and containers
  - Platform beds, couches, chairs, bars and similar personal furniture items
  - Paper and plastic bags
  - University-owned furniture items such as bed parts, desks or dressers
  - Loose carpets, rugs, curtains, etc.

Study Lounges

ORL has designated and equipped areas in all residence halls to serve as study lounges. Study lounges are separate from TV and lobby lounges and should be treated as 24-hour quiet areas.

Technology

Tampering with or altering any data, voice, video or other technology ports in bedrooms or public areas of residence halls is strictly prohibited. Installation of cable TV or Ethernet splitters is also prohibited.

Students may not use JMU Ethernet or JMU electronic addresses nor ResNet Ethernet and wireless access to conduct private business. The equipment is for educational use only.

The installation of personal wireless routers and hubs is not allowed in Residence halls because of the high probability of interference and security issues.

Trash

Students are responsible for placing their trash in trash rooms or designated dumpsters for their residence hall. Trash in non-designated areas can be considered a fire, safety or health hazard. Students are subject to fines for inappropriate disposal of trash.

Unwelcoming to Potential Roommates

Residents who misrepresent the truth, do not respond to phone or e-mail message, do not prepare their room for a new resident, intimidate assigned occupants or students wishing to move in, or otherwise attempt to manipulate the housing assignment process may be assessed a fine. Fines may also be issued to students who are deliberately unwelcoming to a new roommate or who do not prepare their room for a new roommate. This includes preparing the room before winter break.

Vacuum Cleaners

Residence hall offices have vacuum cleaners for student use during office hours.

Vending Machines

Aramark operates the university vending service for the convenience of hall residents. Students who lose money in vending machines should call 568-6363. Machines accept dollars, coins and JAC.

Getting Around Campus

Most first year students cannot have their cars on campus; however, there are other ways to get around campus and town. You can walk, but if you need to save a little time getting to your destination, then consider the following options.

One option is to ride your bike. You can ride to class and secure your bike at one of the many bike racks located around campus. Just make sure you lock your bike only to approved bike racks, as outlined in the JMU Student Code of Conduct.

A popular choice of many is to ride the bus. The Harrisonburg Transit Authority bus routes stop at many locations around campus and throughout Harrisonburg. As a JMU student you can ride the bus for free by showing your JAC. You can use the bust to go shopping, visit friends at off-campus apartments, or even get to class between Jackson and CISAT.

Check out www.ci.harrisonburg.va.us/index.html for a listing of the routes and times.
Water Beds
Water beds are prohibited in university housing due to their excessive weight and the possibility of damage to personal and university property from water leakage.

Weapons
No student may keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapon, or other lethal or dangerous instrument capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means on any property, in any building owned or operated by the university, or in any vehicle on campus. This includes, but is not limited to, BB guns, bullets, paintball guns and pocket knives. Reasonable facsimiles of weapons are not allowed. Students who need to store weapons used during hunting season may contact Campus Police for guidelines. See the JMU Student Handbook for additional information on the weapons policy.

Wireless Routers and Splitters
The installation of personal wireless routers, hubs, and/or other cable TV or Ethernet splitters is not allowed in residence halls because of the high probability of interference and security issues.

Options for Disciplinary Action
JMU students are expected to maintain a high level of maturity, responsibility and common sense regarding their behaviors and actions. In addition, students are responsible for understanding policies, rules and regulations contained in the JMU Student Handbook, the ORL Guidebook, their JMU Residential Contract, the JMU Honor Code and information from residence hall staff members. Students may contact their resident adviser or hall director if they have questions.

The following are possible disciplinary actions that might be taken after a student violates the residence hall policies, rules or regulations:

- Residence hall incident documentation
- Follow-up discussion with a staff member
- Behavior contracts or agreements
- Educational assignments, special projects or flexible sanctions
- Referral to other campus agencies
- Payment for damages/restitution

Fines
Students may receive fines for violations of residence hall policies including, but not limited to, the following:

**Violated Policy** | **Fine**
--- | ---
Alcohol/empty containers... | $75
Balconies, roofs and windows... | $50
Bicycle/improper storage... | $50
Bunk beds/improper bunking/unassembled beds | $50
Candles and incense... | $75
Cleaning/keepingspace... | $50
Community Standards... | $75
Early arrival... | $100
Failure to evacuate in a fire emergency... | $75
Failure to prepare room for new roommate... | $50
Fire safety (including room inspection violations)... | $75
Furniture misappropriation... | $50
Guests... | $75
Improper check-in... | $50
Improper check-out... | $50
Lock Change... | $50
Lock Change, Apartments on Grace Street... | $75
Lock-out (first two no charge)... | $50
- each additional lockout... | $50
Inspection failure... | $50
(breaking policy and/or staying away from inspection)

**Violated Policy** | **Fine**
--- | ---
Lost beds... | $50
Improper storage... | $50
(Immediate and additional charges of $25 per day for each day the materials remain improperly stored)
Inspection failure... | $50
(up after deadline)
(plus incidental charges for damage or improper checkout)
Non-compliance with official request... | $75
Pests (per day per pet)... | $50
Quiet hours... | $75
Smoking... | $75
Suite combination change (first time no charge)... | $50
Temporary Access Card lost... | $25
Trash (minimum)... | $50
Unauthorized room change... | $50
Unwelcoming to potential roommate... | $75
Wireless Routers... | $50

Using the Storage Rooms
Do not keep the following items in the university storage rooms:
- Gasoline, paint and other flammable liquids and containers
- Platform beds, couches, chairs, bars and similar personal furniture items
- Paper and plastic bags
- University-owned furniture items such as bed parts, desks or dressers
- Loose carpets, rugs, curtains, etc.

Remember, the university residence halls provide storage rooms to help you keep track of your possessions during the school year. Make sure to follow the guidelines for storage so that your items stay in good condition.

Also, you cannot keep your items in university storage over the summer. Therefore, you will need to transfer your belongings to a local storage facility, or you will have to transport them with you during move-out at the end of the school year.

Taking Summer Classes
If you’re planning to take a summer class, there are a few things that you will need to take care of by the end of this semester. Keep the following in mind as you consider and/or register for a summer class.

- Sign up for summer housing in the residence halls if you are looking for a place to stay during your class.

Go to www.jmu.edu/ORL to fill out a summer housing contract.

- Look into storage options for the summer, if necessary.

- Register for the summer class that you want to take. Make sure that you meet all the prerequisites or have the instructor’s permission to take the class, if necessary.

- Confirm the meeting time and place for the class. Remember that summer sessions meet more often than regular semester classes.

- Take necessary actions to accommodate the summer move-out requirements
The Madison Way

We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

THE JMU COMMUNITY IS:

scholarly
Intellectual pursuit is our primary focus.

studious
We are committed to the rigors of academic excellence and growth.

honest
Academic and personal integrity are fundamental components in any and all of our interactions.

accountable
Individuals and groups accept responsibility for behaviors, and abide by all laws and community standards.

responsible
We appreciate and learn from human ideological differences that make our community stronger.

resilient
We possess the courage and commitment to face personal challenges and obstacles.

compassionate
We thoughtfully contribute to the local, regional, national and international community.

invigorating
We are a friendly community we make intentionally healthy choices about our physical, social and emotional lives.

Learned institutions ought to be favorite objects with every free people.

- James Madison