



THE UNIVERSITY OF  
**SOUTHERN  
MISSISSIPPI**

# **2024-25 HOUSING AND RESIDENCE LIFE HANDBOOK**

**CENTRAL OFFICE**

**MAINTENANCE AND  
CUSTODIAL SERVICES**



Hattiesburg Hall, First Floor



601.266.4783



reslife@usm.edu



Residence Life Housing  
Maintenance Building  
3105 W. 4th Street



601.266.5404

*This manual is subject to change during the academic school year.*

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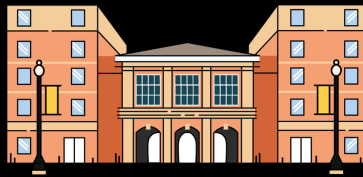
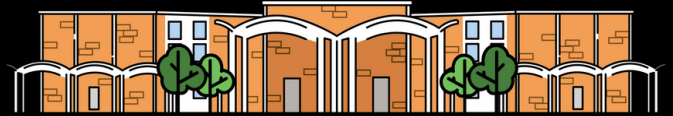
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## MISSION STATEMENT

The Department of Housing and Residence Life is committed to providing a high-quality physical, social and cultural environment that encourages and supports the holistic development of the residential student.

## WELCOME!

On behalf of The University of Southern Mississippi Department of Housing and Residence Life (HRL), welcome (back) to Hattiesburg and to on-campus housing. At USM, we are all about connections. There is no greater way to connect with campus, faculty, staff and fellow students than by living on campus. We are excited you have chosen to live with us, whether this is your first time living on campus, you are transferring to USM, or you are returning to on-campus housing.

The HRL staff will work to ensure you have the tools you need to be successful and grow during your time with us. We are committed to your goals and successes as you are. National studies have shown that students who live on campus take less time to earn a degree and are overall more satisfied with their college experience. We also know that students who live on campus are more likely to utilize campus resources, have greater academic success, form lasting relationships, and are more involved on campus. All these things get you To The Top!

The convenience of having a quick walk to class, the Center for Student Success, the library, the Payne Center, intramural fields, the Moffitt Health Center, athletics and campus dining helps us assist you in having the full collegiate experience. Our staff in the halls will work to get you connected to your fellow residents and campus. They will also help you problem-solve when you run into hurdles. Our facilities team will work to be sure your living environment is clean and in good working order. Our Assignments and Tech Team will work to ensure that you have access to your building and room and address concerns with your room assignment.

We hope that you will take some time to review the handbook. This is meant to be a resource to you, and we hope you find the information in it helpful.

Remember, we are here to support you on your journey To The Top! Please reach out if you need any assistance. We want your campus home to be your home away from home. Thank you for choosing us. Have a great year!



Southern Miss To The Top!

**Teresa Crum**

Executive Director of Housing and Residence Life



# LIVING OPTIONS

*Cedarbrook II Apartments*



*Century Park North -  
Buildings 1, 2, 3 & 4*



*Century Park South -  
Luckyday Citizenship Hall*



*Century Park South -  
Scott Hall*



*Century Park South -  
Vann Hall*



*Fraternity Row*



*Hillcrest Hall*



*Oseola McCarty Hall*



*Scholarship Hall*



*The Village (Sorority Housing)*



*Wilber Hall*



*Hattiesburg Hall*







# HOUSING FOR STUDENTS WITH DISABILITIES

It is the student's responsibility to contact Student Accessibility Services (SAS) at **601.266.5024** between the hours of 8 a.m. and 5 p.m., Monday - Friday, about the need for accommodations at the university. SAS will verify eligibility, and if accommodation for residence hall space is granted, the Department of Housing and Residence Life and SAS will work together to implement the accommodation.



# BREAK HOUSING

Campus housing closes at the end of each semester. Students will not be able to access their rooms during these break periods unless approved to stay for break housing. During the mid-year/winter break, students do not have to remove their belongings from their rooms if returning as a student for the spring semester. If not returning as a student for the spring semester, residents must complete a cancellation form in the Housing Portal and follow the checkout procedures in the Checkout Process section of this document before leaving for mid-year/winter break. End-of-year/summer break housing residents will relocate to the designated break housing area. Please note that break housing is an additional fee. Residents will be emailed information regarding applying for break housing, fees, etc., prior to the break period.



# RESIDENCE HALL FRONT DESK NUMBERS

Residence Life Front Office.....	6.4783
Century Park North 1.....	6.1500
Century Park North 2.....	6.1506
Century Park North 3.....	6.1515
Century Park North 4.....	6.1521
Century Park South (Scott).....	6.1435
Century Park South (Vann).....	6.1434
Century Park South (Luckyday).....	6.1433
Hillcrest Hall .....	6.1700
Oseola McCarty North.....	6.1800
Oseola McCarty South.....	6.1810
RHA Activity Center.....	6.5608
Scholarship Hall.....	6.1900
The Village.....	6.1900
Wilber Hall.....	6.1600
Hattiesburg Hall.....	6.1200

## Emergency Numbers

Emergency Calls.....	911
University Police.....	6.4986
University Information.....	6.4111

***From a campus phone, dial 6 and the four-digit extension. You must include 601.266 if calling from a personal phone.***

# HOUSING AND RESIDENCE

## LIFE STAFF

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### Assistant Director (AD)

Assistant directors are responsible for all staff members and hall functions within their areas. There is a full-time professional assistant director for each area. Each assistant director may be reached at his/her office between the hours of 8 a.m. and 5 p.m., Monday - Friday. One professional staff member is available 24 hours per day, seven days a week for emergencies. This staff member may be contacted via the hall staff or UPD.

### Residence Life Coordinator (RLC)

These live-in, professional staff members oversee our buildings. There are two RLCs for Century Park North and two for Century Park South. There is one RLC for Fraternity Row, Cedarbrook II Apartments, Hillcrest Hall, Oseola McCarty Hall, The Village, Wilber Hall, and Hattiesburg Hall. One professional staff member is available 24 hours a day, seven days a week for emergencies. The staff member may be contacted via the hall staff or UPD.

### Senior Resident Assistant (SRA)

The senior resident assistant is an experienced resident assistant who resides in the building and assists with front desk administrative procedures and programming.

### Resident Assistant (RA)

One of the individuals you will meet is your resident assistant, the staff person who lives on your floor. They are a valuable resource for questions you may have.

### Desk Assistant (DA)

Desk assistants are students who work at the front desks in the lobbies of each hall. These students are responsible for greeting visitors, checking in guests during visitation hours, making announcements, answering the phone and performing general desk duties.

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# IMPORTANT DATES

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## Fall 2024

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### August 21

Classes begin.  
Room change request form goes online.

### August 29 - 30

Room changes will be made. Students have until Sunday, September 1 to move or forfeit the room change.

### September 2

Labor Day Holiday - Residence halls remain open.

### October 10 - 13

Fall Break - Residence halls remain open.

### November 27 - December 1

Thanksgiving Holiday - Residence halls remain open.

### December 9 - 12

Final exams

### December 14

Residence halls close for the fall semester at 10 a.m.

## Spring 2025

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### January 20

Martin Luther King Jr. Day - Residence halls remain open.

### January 21

Classes begin

### March 2 - 4

Mardi Gras Break - Residence halls remain open.

### March 2 - 9

Spring Break - Residence halls remain open.

### April 18 - 20

Good Friday - Residence halls remain open.

### May 5 - 8

Final exams

### May 10

Residence halls close at 10 a.m.



# HOUSING ASSIGNMENTS AND OPERATIONS

The university agrees to consider information and requests provided by the student on the application form when assigning living accommodations, but specific hall and roommate requests are based on space availability. The university agrees not to alter or cancel the resident's assignment except for cases of disciplinary action, catastrophe, closing of facility, maintenance issues, consolidation of vacancies, unavailability of space, or unresolved incompatibility of roommates.

Procedures for assigning beds are based on completed housing application date and space available.

Room preferences are not guaranteed and are based on space availability.

During the fall semester, students are automatically assigned to their same room for the Fall and Spring semesters. Students may request a room change online during the designated period. Room changes are not guaranteed and will be granted according to space availability and date of request.



## Assessment of Damages

When damage occurs within a resident's room or in areas adjacent to it (i.e., windows, doors, suite/study area), it is ultimately the responsibility of the occupant to pay the cost to replace or repair the damaged property. The purpose of the Room Inventory/Condition Report (RCR), which residents complete upon hall check-in and will be emailed a link to the form, is to establish the condition of the room at occupancy so that residents can be assessed fairly if damages occur. It is the responsibility of the student to complete the Room Inventory/Condition Form accurately. If you do not receive an email with the link at the time of check-in, it is your responsibility to contact your RLC. Damage charges may be appealed through the HRL student portal located on the Housing and Residence Life website and will be reviewed up to 90 days after checkout. Residents utilizing the express checkout process will not be considered for appeals.

## Common Area Damages

Damage to the common areas of a residence hall or common area of suites is the responsibility of the resident and/or resident's guest who caused the damage to the areas. Common areas include lobbies, study rooms, lounges, student kitchen lounges, hallways, public/non-private bathrooms, elevators, etc. If the responsible party cannot be determined, the university will charge the residents residing in that area for an equal share of the total cost of repair.



## Billing for Private Rooms

A limited number of rooms are designated for single occupancy and are assigned based on date of application and when space is available. A student may request a private room, but will be billed for both their occupancy space in the room and the empty occupancy space in the room.



## Breach of Housing Contract

The resident agrees that breach of the Department of Housing and Residence Life's housing contract lease

agreement exists when it is determined that violation of provisions of the contract and violation of university rules and regulations have occurred. The resident agrees that - subsequent to due process - the university reserves the right to reassign or to remove from the residence halls residents who have exhibited - by their behavior - disregard for the residential community and/or the specific living area, the terms and conditions of the housing contract, or university rules and regulations. The resident understands that breach of the housing contract lease agreement may also result in assessment of liquidation damages, cancellation of current occupancy, and denial of subsequent university housing. Removal from the halls for policy violations is a breach of contract by the resident.



## Cancellation of Housing Contract

Students are required to live in a residence hall for both the fall and spring semesters if the student is enrolled at the university and has signed a housing contract. Exceptions to this policy include those students who are student teaching, participating in cooperative education classes, fulfilling the requirements of their academic program through an internship, graduating or withdrawing. (See your housing contract lease agreement for specific details.) Individuals who wish to file an appeal for the reasons stated above need to complete an online appeal form and provide supporting documentation to the Housing and Residence Life central office in Hattiesburg Hall. Appeals without supporting documentation will not be considered.

A student must be enrolled in at least six (6) credit hours per term in order to reside on campus. If you withdraw from the university during the semester, you must notify the Department of Housing and Residence Life by going online and submitting the Cancellation Form.



You must check out of the residence hall **within 48 hours** upon withdrawal from the university. To avoid future charges, each student who is checking out of the residence hall should follow these procedures:

1. Meet with a member of your hall staff and complete an RCR.
2. Turn in keys to your hall staff, if applicable.

## 1st Year Live-on Requirement

Southern Miss is committed to providing students with a comprehensive educational experience. USM recognizes the educational and social benefits students receive from residing on campus their first year, as compared to living off campus. Those benefits, which have ample research across the United States over the past 30 years, include the following:

- Students who live on campus perform better academically.
- Students enjoy a higher degree of satisfaction with their college experience.
- It minimizes stress of commuting.
- Students become more involved with the campus community.
- Students show greater gains in student development and interpersonal self-esteem.

**This program will require all new first-time full-time freshman students to live on campus their first year at USM.** This is also consistent with the other state institutions in Mississippi, who have had first-year residency requirements for a number of years.

### **Note for Transfer Students:**

If you have less than 24 credit hours, this means you stand as a freshman and will need to live on campus for the first year.

For a list of frequently asked questions and to learn about possible exemptions, please go to the Housing Portal located on our website.

## Checkout Process

Residents are notified each semester of checkout dates and times, as well as the proper procedures to follow. Students can go through formal checkout with their RAs. **Failure to check out of your residence hall properly and failure to be out of the building by a designated time will result in a charge of \$50.** Express checkout is available, but students who choose to do this waive their rights to appeal any damage charges.

Students checking out during the middle of the semester must check out with a Housing and Residence Life staff member and follow the formal checkout procedures below. All residents, with the exception of graduating seniors, are required to check out of the residence halls within 24 hours of their last exam. Graduating seniors must notify their RLCs, in advance, if they wish to stay longer and must move out prior to the official closing of the halls.

## **The following are the procedures for formally checking out of the residence halls:**

1. Make an appointment with a resident assistant.
2. Move all belongings out of room prior to appointment.
3. Clean your room.
4. Make sure your door is locked when you leave.

## Consolidation Procedure

Housing and Residence Life reserves the right to consolidate vacancies in assigned rooms. If a vacancy occurs in an assigned room, the remaining resident or residents may agree to accept other roommates as assigned, be moved into another room or hall, or pay additional charges based upon lowered occupancy of the room. Consolidation may take place in the fall, spring and summer semesters.

## Furniture

**Each resident is responsible for the loss or damage to furniture and other equipment in his or her room.** Since furniture has been inventoried to your room, room furniture may not be transferred from one room to another or exchanged between rooms or suites.

**Bed risers are not to be used and are prohibited in the residence halls.** Furniture in the lobbies, student kitchen lounges, study rooms, etc. is not to be moved from those areas under any circumstances. Disciplinary action and a moving charge of no less than \$50 may be assessed for any furniture or university property removed from public areas or resident rooms.

Due to the nuisance created by insects that may be transported into the residence hall on or inside furniture covered in fabric, residents are discouraged from bringing large furniture items such as sofas and recliners into the residence halls.

## Lockout Procedure

Occasionally, students will find themselves locked out of their rooms. The hall staff will provide lockout service to students **free for the first three lockouts** during an academic year. **Any lockout after three times will result in a \$15 lockout fee per incident.**

## Occupancy

Occupancy of an assigned room is limited to residents assigned to a particular room. The room should be used only as living space, and that space will not be loaned or occupied by nonresidents or residents of different rooms.

## Processing Fee

A nonrefundable housing application processing fee of **\$75** will be charged if applying by the March 1 Housing Priority Deadline. After March 1, the fee increases to **\$150**. The fee must be paid online by using a credit card. Money orders are also accepted (fee may not be charged to a student's account). This fee covers the fall and spring semesters, and **this fee is waived for current residents**.

## Room Decorating

The Department of Housing and Residence Life wants you to feel at home in your room and encourages you to decorate it. In order to help maintain the condition of the rooms, certain rules must be observed when decorating.

Students are reminded that the use of nails, staples or glue on walls is prohibited. 3M poster and/or picture hanging strips should be used to attach posters and pictures to the walls. When vacating the room, remove the poster/picture and leave the strip on the wall for maintenance to remove to avoid possible damage. Permanent adhesives (double-sided masking tape, contact paper, etc.) should not be used. Wall borders, removable wall paper and/or adhesive light strips are not permitted.

1. You may bring a rug from home.
2. All items brought into the facilities during the year must be removed from the building at checkout.
3. All upholstered furniture brought into the student's room must meet commercial fire code.
4. All residence hall furniture must remain in the room at all times.
5. Bed risers are prohibited in the residence halls.
6. Any personal window coverings (draperies) or floor coverings (area rugs) brought into the room must be fireproof and bear a manufacturer's label signifying that the material will not support flames. Such personal items must not block or obstruct room access or create a nuisance to either roommate.

**For safety reasons, bunking and/or lofting beds is prohibited.**

**Items must fit in each room properly without being stacked, being a nuisance to the roommate, or creating an environment that becomes a health, safety or fire concern.**

**All types of string lights are prohibited in the residence halls.**

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## Storage Fees

When a student leaves the university but does not remove personal belongings from his/her room, the items become property of the university and will be disposed of after 30 days. When items are removed from the room, a \$100 fee is charged, but during that 30-day time period, students have the opportunity to claim their items.



## Withdrawal from the Residence Halls

Students leaving the residence halls during the semester are responsible for notifying the hall staff and submitting a Housing Cancellation Form in the online Housing Portal under the "Forms/Requests" tab. Students should contact and make an appointment with their resident assistants prior to leaving the residence halls. Upon checkout, students will receive an email confirmation of the signed RCR from the hall staff to retain for their files. After moving all belongings from the residence halls, the student must contact a hall staff member to complete the RCR. Once this is completed, the hall staff will forward checkout paperwork to the Housing and Residence Life administrative office to complete the cancellation process. Students who leave the residence halls during the semester, and who do not complete both processes, will not be granted refund of rent (if eligible to receive refund) and will be responsible for any damages that may occur in the room.



## Withdrawal from the University

If you are withdrawing or being withdrawn from the university, **you must vacate your residence hall room within 48 hours** unless special permission is granted by authorized Housing and Residence Life personnel. Students must officially withdraw from the residence hall following the "Withdrawal from the Residence Halls" procedures mentioned above. A student will be held liable for room and board charges beyond his/her last date of attendance if he/she does not vacate university housing within 48 hours or does not cease using the institution's dining facilities.



# GUEST CHECK-IN/OUT PROCEDURES

1. Residents checking in guests must register them at the front desk.
2. Host must meet his/her guest at the door and escort guest to the desk.
3. At the front desk, the host will record the guest's name, time and room where the visitor will be. Guest must show a valid photo ID (government-issued photo ID or Southern Miss ID only) at the desk to be checked in.
4. The guest must always remain with the host. At no time is a visitor permitted to remain in the room or hall without the host. The host is responsible for the actions and behavior of his/her guest.
5. When the guest leaves the hall, the host must check the guest out at the front desk.

**A host must register his or her guest each time he or she has a visitor, regardless of gender, even if the same guest visits more than one time each day. See Visitation Policy on page 19 for more information.**



## SAFETY TIPS

**These are tips recommended for your safety and for the protection of your property:**

1. Lock your door when you leave your room.
2. Do not leave valuables in plain view.
3. Inventory your property and include serial numbers of all appliances.
4. Mark or engrave personal items with your name or ID number.
5. Report thefts or security problems to your RA immediately and call the University Police Department (UPD) at 601.266.4986.
6. Residents assume all responsibility for their personal property. The university does not assume any legal obligation for any resident's personal property that may be lost or damaged in its buildings or on its grounds. Students are encouraged to obtain person property loss insurance.
7. Travel with a companion after dark.
8. Inform your roommate of your whereabouts and expected time of return.
9. Sign up for Eagle Alert to receive emergency notifications. You can do so at [usm.edu/police/eagle-alert-enrollment-login.php](https://usm.edu/police/eagle-alert-enrollment-login.php)
10. For on-campus emergencies, call 601.266.4986.
11. On-campus emergency calls to 911 from a cell phone go to the Hattiesburg or Forrest County Dispatch. Tell them you are on the USM campus and need to be directed to UPD dispatch.





# EXPECTATIONS

Every community needs a basic framework within which all members are expected to live cooperatively. The residence hall setting presents a special kind of living situation where students are living in close contact. In this special living situation, it is most important that all residents be informed and respectful of the guidelines that help maintain a harmonious environment.

Residence hall students are expected to follow the Code of Student Conduct as explained in the Southern Miss Student Handbook, the Housing and Residence Life Handbook, the Southern Miss Standard, and the Southern Miss Creed. As a member of the residence hall family, you are responsible for becoming aware of and observing all published rules affecting your status with the university.

Violation of residence hall rules and regulations will be processed by the Department of Housing and Residence Life and/or the Office of the Dean of Students. Appropriate sanctions will be imposed up to and including cancellation of the residence hall contract and removal from campus housing without refund of fees.



## PRIVACY OF RESIDENTS

All due respect is given to the privacy that residents enjoy in their own rooms. Occasionally, circumstances present themselves which necessitate authorized university personnel to enter a student's room. Authorized staff have the right of entry into a student's room for custodial purposes and general maintenance; assessment of damages; inventory of university property; determination of violations of public health and sanitary regulations; compliance with university rules, regulations and policies; and emergencies where imminent danger of life, safety, health or property is reasonably suspected. When possible, advanced notice of need for entry will be given to the student occupants. Only duly authorized law enforcement authorities following appropriate legal procedures are entitled to enter and search residence hall rooms and residents' belongings. As a general rule, prior notice is given to appropriate university personnel in order for a representative of the university to be present to safeguard the rights of students and the university's interests.

## VIDEO CAMERAS

Video cameras are placed in all buildings to offer students a more secure environment. The Department of Housing and Residence Life reserves the right to place cameras in public areas where observation is necessary to enhance community responsibility. These videos are reviewed and maintained by the department in conjunction with UPD.

**Covering, tampering or removing of video cameras will not be tolerated and will result in a disciplinary hearing and financial penalty.**

# FELONY CONVICTIONS

Any student who is convicted or has felony charges pending is obligated to disclose this information to the Department of Housing and Residence Life upon completion of a housing application. A committee of Student Affairs professionals will meet to determine whether the student poses a potential threat to others. If it is determined that he/she poses a threat to others or to the community, the student will be denied housing.

The university has determined that convicted sex offenders, whether required to register or not, pose a significant, clear and present danger to residents living in university housing. Therefore, convicted sex offenders are not permitted to live in university housing.

# HRL CONDUCT PROCESS

## Prohibited Conduct (Residence Hall Violations)

Violations of rules governing university-controlled residence facilities, including visitation violations as defined in the university's Housing and Residence Life Handbook (listed below), shall be administered by Department of Housing and Residence Life staff assigned this responsibility and carried out according to their process and procedures. However, violations of the Code of Student Conduct (CSC) that occur in a Housing and Residence Life facility will be handled in accordance with the processes and procedures outlined in the CSC. The full policy can be found at <https://www.usm.edu/dean-students/code-student-conduct.php>.

## Prohibited Conduct (Student Conduct Violations)

**Alcohol Container** - The possession of alcoholic containers, even in the use of decorations, is prohibited in the residence halls.

**Behavior and Conduct** - Any behavior and/or conduct that discriminates against or compromises the health or safety of any student, student staff, resident or roommate is prohibited.

**Business Enterprises** - Students are not permitted to start or run business enterprises from the residence halls.

**Cleaning** - Personal trash is prohibited from being placed in community trash cans or left out in areas (hallways, lobbies, bathrooms, stairwells, etc.) for custodial staff to clean up. Said personal trash should, however, be removed from the residence halls and placed in designated dumpsters located outside the building. Additionally, suite and common area bathrooms should be kept to a reasonable standard of cleanliness. **If found responsible for violating the cleaning policy, one could be assessed a \$50 fine.**

**If trash or lack of bathroom cleanliness persists in the residence halls and the responsible person cannot be identified, a \$50 fine could be assessed to each person in that community.**

**Failure to Comply** - Failure to comply with the directives from the professional housing administrators and the residence hall student staff, and failing to identify oneself when requested to do so, will not be tolerated.

**Fire and Safety Equipment** - The city fire code prohibits anyone from tampering with fire and safety equipment and remaining in the residence hall during a fire alarm. Tampering includes pulling fire alarms, discharging fire extinguishers, removing exit signs, hanging items from the sprinkler heads, interfering with smoke detectors, using emergency exits in a non-emergency, and failing to evacuate during a fire alarm. Tampering with fire and safety equipment could result in **fines up to \$1,500 and replacement of equipment costs. The civil penalty for malicious use of the fire and safety equipment is a \$500 fine and/or 90 days in jail.**

**Health and Safety Policy** - Students are expected to refrain from creating fire, health and/or safety hazards in their rooms.

**Identification (misuse)** - Unauthorized transferring, lending, using or altering a university identification card or any other instrument of identification will not be tolerated.

**Life Safety** - Smoking, vaping, candles, incense, air conditioners, space heaters, combustible materials, cooking appliances, extension cords, multi-plug adapters, halogen lamps, all types of string lights, and any additional items listed in the handbook, other than a single-cup coffee maker with automatic shut-off function, are not permitted in the residence halls, Cedarbrook II apartments, or fraternity and sorority houses. This includes the use of cigarettes, e-cigarette devices, hookah, e-hookahs, spice, vaporizers and any other item that produces smoke or vapor. **Failure to follow these policies may result in a minimum fine of \$100.**

**Noise Policy** - Causing excessive noise and/or disruptive behavior at any time of the day or night will not be tolerated.

**Obstruction** - Residents must comply with the guideline that all corridors, lobbies, lounges and walkways – in and around the halls – be free from obstructions at all times.

**Overnight Guests** - Students are responsible for the actions of their guests and are not permitted to have non-approved overnight guests.

**Pet Policy** - Pets are defined as any animal except harmless aquatic life (fish). Dogs, cats, hamsters, mice, snakes, birds or any other animals are not permitted in the residence halls or sorority and fraternity houses. Properly registered service animals and emotional support animals are allowed. In regard to service animals and emotional support animals, students are responsible for said animals and must uphold all policies and procedures associated with them.

**See page 18 for more information.**

**Restricted Areas and Windows/Balconies/Roof** - Students are not permitted to enter areas not designated as a public space. Opening windows, accessing the roof or balcony via the window, or being on any balcony or roof is prohibited.

**Southern Miss Standard** - See Southern Miss Standard section on page 24 in handbook.

**Tobacco Policy** - Smoking or the use of any tobacco product in the residence halls or on campus is not permitted.

**Visitation Policy** - Residents are responsible for their guests and must accompany them at all times. Guests are not permitted to be in the residence halls outside of visitation hours.



## Due Process

**Code of Student Conduct Violations** - A student who is alleged to be in violation of the Code of Student Conduct is entitled to certain procedural guarantees to ensure a fair hearing of evidence. Such violations that occur in a Housing and Residence Life facility will be handled in accordance with the processes and procedures outlined in the Code of Student Conduct.

**Housing Violations** - A student who is alleged to be in violation of Housing and Residence Life policies is entitled to certain procedural guarantees that are listed below.

**Notification of Hearing** - The student will be provided with a notification letter of alleged violations and the scheduled hearing date. This letter will be delivered via email to the student's university email account, as this is the university's designated means of communication. (Please see the Student Handbook for more details regarding the activation and use of your email account.)

### Administrative Hearing (Process)

1. A student will be given the opportunity to attend an administrative hearing to address the alleged conduct violations. If the student fails to respond and not show for his/her hearing, a missed appointment letter will be sent. If the student again fails to respond and not show for his/her hearing, the case will be heard in his/her absence, and the right to an appeal will be waived.

2. A student will be given a redacted copy of the incident report, upon request, at the time of the conduct hearing.

3. Although a student may choose to remain silent during a hearing, he/she may refute or question any evidence presented and produce witnesses or written documentation submitted on his/her behalf.

4. To assist the student at a hearing, he/she may choose an advisor to attend, as well. The role of the advisor is limited to assistance only. The advisor cannot question witnesses or speak on behalf of the student.

5. The outcome of the hearing will be determined by the university's standard of proof. The University of Southern Mississippi uses a preponderance of evidence in order to find a student in violation of policy. The student is not responsible for violating policies unless proven otherwise; however, unlike a court of law, the standard of proof, which must be met in order to prove a student violated policy, is less stringent, a preponderance of evidence. In other words, evidence must be more than 50% convincing (more likely than not) that a policy was violated.

6. After a hearing, a student may appeal the decision and/ or sanctions within five business days from the date on the decision letter, provided there are appropriate grounds. Students are limited to one appeal for each hearing process. Please review the appeals section for more information regarding the appeal process.

**Outcome of Hearing** - The student will be provided with a decision letter about the alleged violations, assigned sanctions (if any), a rationale for outcome(s) of the hearing, and the appeals process.



## Educational Sanctions

The Housing and Residence Life administrators have jurisdiction over any residence hall, policy violation, and/ or individuals who allegedly violate said policies. Housing and Residence Life staff reserve the right to consult with any other university official when necessary. Violations of residence hall policies and standards will be addressed through educational and/or active sanctions that will be determined by the following:

1. Assessment of the seriousness of the violation
2. Consideration of any mitigating circumstances within the case
3. The student's previous conduct record
4. Consideration of previous incidents bearing similarities in violation infractions
5. Directing an educational/active sanction with substantial impact to help the student understand the policy and prevent additional future violations
6. Imposing educational/active sanctions or taking actions aimed at preserving the community while considering the victim's rights



The educational/active sanctions listed below will range in severity without specificity to the violation but to the individual student and case. This list is not inclusive of all possible sanctions:

- Official written warning
- Administrative relocation
- Residence hall probation
- Removal from residence hall system, which may be temporary, permanent and/or immediate and may be done for a serious first-offense violation
- Loss of residence hall visitation privileges
- Reimbursement for damages
- Reflection papers
- Community service

Failure to complete assigned sanctions after an incomplete sanction letter has been sent could lead to an academic/ housing hold placed on the student's account and will not be lifted until the student completes said sanction. This could ultimately impact registering for classes, graduation, or receiving one's transcript.

Furthermore, because residence hall students have a contractual relationship with the Department of Housing and Residence Life, those who damage the halls may be financially responsible for repairs and replacement costs. This contractual agreement may not threaten or interfere with a student's academic standing, although a recommendation may be made to the Office of the Dean of Students.

**Please note that any student removed from the residence hall after a conduct process is still subject to the terms and conditions of the housing contract and may be financially responsible for payment to Housing and Residence Life and the university.**



## Right to Appeal

A student found to have violated the Housing Conduct Policy through an administrative process has the right to appeal the original decision to the assigned hearing officer in the Department of Housing and Residence Life or a designee assigned by them. The appeal is not intended to rehear or re-argue the same case and is limited to the specific grounds outlined below. The appeal must state the specific grounds for the appeal and should include all supporting documentation. **The appeal must be postmarked or hand-delivered to the appropriate appeal officer, or sent via email as provided below, within five (5) business days after the date on which notice of the decision is sent to the student.** Each student shall be limited to one appeal. The decision of the University Appeals Committee is final.

**A student who does not show for his/her scheduled or rescheduled hearing, forfeits their right to an appeal.**

**Grounds for Appeal** - An appeal must be made in writing and may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.
2. Discovery of substantial new evidence that was unavailable to the appellant at the time of the hearing upon reasonable search and inquiry, and which reasonably could have affected the decision of the hearing body.
3. Disciplinary sanctions imposed are grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.
4. Non-attendance by the accused student is not grounds for an appeal.

### Appeal Proceedings

1. The appeal officer and/or University Appeals Committee will dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in the section of "grounds for appeal."
2. The appeal officer, designee and/or University Appeals Committee will decide the appeal based upon a review of the record and supporting documents (e.g. prior disciplinary history).
3. The appeal officer, designee and/or University Appeals Committee may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.
4. The review of the appeal generally does not involve the appealing student being present; however, this can be requested by the appeal officer, designee and/or University Appeals Committee.

### Possible Dispositions by the Appeal Officer, Designee and/or University Appeals Committee

The appeal officer or committee, after a review of the record, may

1. Uphold the original decision and/or sanction(s);
2. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
3. Modify, enhance or reduce the original sanction(s); or
4. Remand the case to the original hearing body or refer the case to a new hearing officer or panel to be reheard. If possible, a new hearing officer or panel should be different from the one that originally decided the case. If a case is reheard by a hearing officer or panel, the sanction imposed can be lesser or greater than that imposed at the original hearing.



**Minor Deviations from Procedure** - The dean of students, housing hearing officer, his/her designee or panel and the student may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable, as long as such deviations are not found upon appeal to be materially harmful to the accused student.



## Routes of Process

When a student poses a clear emergency or danger to themselves or others, the executive director of Housing and Residence Life or designee may take immediate action to suspend the student from the residence halls. This can include temporary removal from the residence halls until a hearing takes place. In this event, the hearing will occur while the temporary removal is in place. When a student is accused of violating a Housing and Residence Life policy, he/she will be assigned to an administrative hearing with a Housing and Residence Life staff member. If the violation is deemed a serious violation, an administrative option will be mandated and will include referral to the Office of the Dean of Students. Failure to respond to conduct notifications could result in a hearing held in the student's absence.

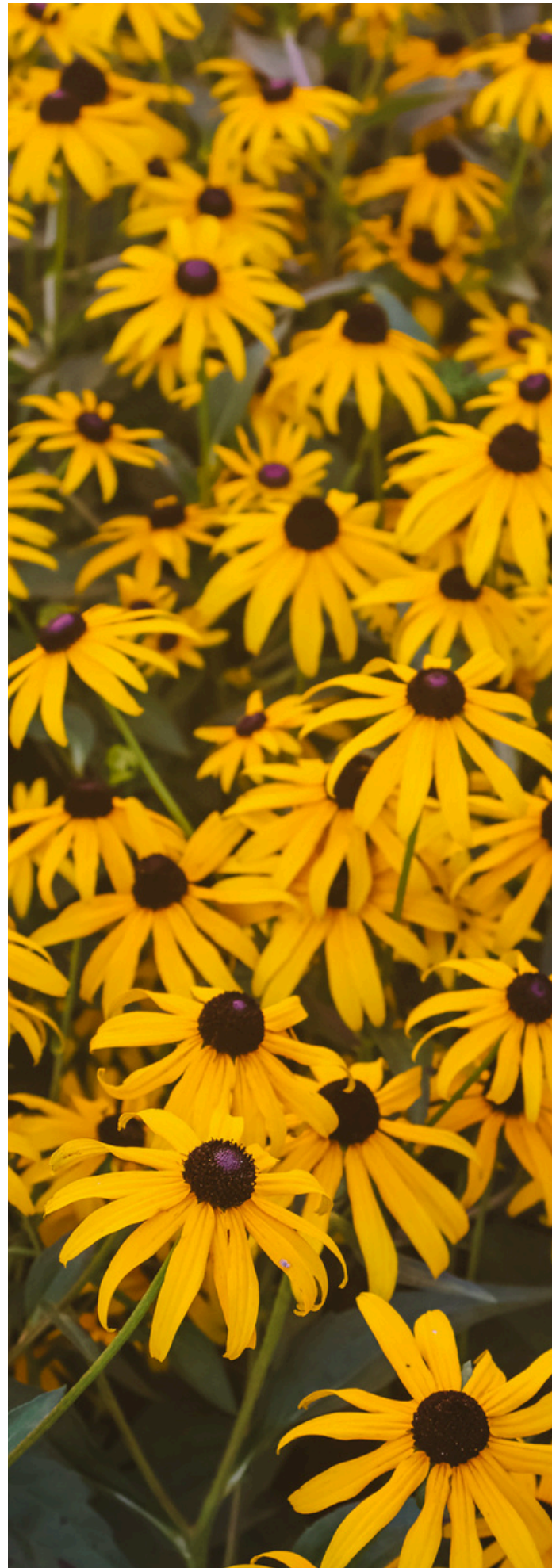


## Statement of Rights

The accused student must have the opportunity to appear in person at the designated hearing. The accused student and the accuser are entitled to present their cases to the administrative officer and to call witnesses on their behalf.

All hearings in connection with residence hall incidents will be closed, with the exception of the accused student, appropriate witnesses, the accused student's adviser, and/or any other necessary university official. The accused student is entitled to an explanation of the outcome of the hearing.

Each case will be heard at the originally assigned time unless the accused student notifies the administrative officer of a change in schedule or delay within a minimum of 24 hours (one business day) prior to the scheduled hearing. Hearings will only be rescheduled for academic conflicts and personal emergencies that can be verified with documentation.





# PROHIBITED ACTIVITIES, SAFETY PROCEDURES AND OTHER



## Camping and Grilling

Due to safety concerns for students in our residential facilities, camping and grilling are not permitted on campus.



## Medical Procedures

1. In the event that a student requires transportation to a hospital, medical center, treatment center or correctional facility because he/she is a potential harm to self or others, Housing and Residence Life staff may contact UPD or AAA Ambulance for the purpose of transporting the student. Housing and Residence Life is not financially responsible for transportation and treatment received.
2. In the event that a student is transported – whether voluntarily or involuntarily – to a hospital, medical center, treatment center or correctional center because he/she is a potential harm to others, the following will be required for the student to be re-admitted to his/her residence hall:
  - a. Provide a release form signed by the attending authority indicating the student is released from care and no longer a threat to others.
  - b. Provide a copy of the release given to the attending authority indicating they have permission to release information regarding the student's status to Housing and Residence Life or Southern Miss Counseling Center professional staff. Prior to the potential re-admittance to the hall of any student, Housing and Residence Life must receive verbal approval from a Southern Miss counselor on call.
  - c. Housing and Residence Life reserves the right to deny residence hall re-admission to a student based on issues such as timing of the request, possible negative impact of re-admittance upon the living-learning environment, information provided through the attending authority's release, and the continued potential of harm to others.
3. Occasionally, a student transported to a hospital, medical center, treatment center or correctional facility may not be allowed to return to the residence hall until a hearing can be conducted. The student will be responsible for arrangements for off-campus accommodations and transportation, financial and otherwise. Staff cannot assume responsibility for a student who declines medical treatment.
4. If a student is admitted to a hospital, medical center, treatment center or correctional facility as a result of potential harm to others, an attempt will be made to contact a parent or legal guardian to make him/her aware of the situation, the re-admittance policy, and to release the student to that person's care.



## Dances/Other Events

Any event that involves excessive noise cannot be held in the residence halls unless the host is granted special permission. With prior approval, such events as dances can be held on Friday and Saturday nights until midnight. All activities must be approved in advance by the RLC and the assistant director. An activities form requiring an assistant director's signature must be completed and submitted to the Office of Leadership and Student Involvement (located in The Hub) a minimum of seven days in advance of the event.



## Elevators

Tampering with, vandalizing, "surfing," propping or misusing the elevator is strictly prohibited. Students found to be in violation will be removed from campus housing through administrative mandate.



## Life Safety Equipment

The city fire code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling fire alarms, discharging fire extinguishers, removing exit signs, hanging items from sprinkler heads and interfering with smoke detectors, using emergency exits in a non-emergency, and failing to evacuate during a fire alarm. Never hang or affix any item to sprinkler heads or smoke detectors. Interference with the operation of a smoke detector is prohibited. Students found responsible will be liable for damages. All violators are subject to disciplinary action and possible criminal prosecution. **The civil penalty for malicious use of fire and safety equipment is a \$500 fine and/or 90 days in jail.**

**Air Conditioners/Space Heaters** - Individual air conditioners and/or heaters are not permitted in the residence halls at any time. Due to fire hazards, items present of this type will be confiscated if they are found in the halls. Although all the halls are air-conditioned, residents may wish to bring small fans for use in their rooms.

**Combustible Materials** - Due to the threat of fire, combustible decorative materials such as dry vegetation, natural Christmas trees, excessive trash and similar materials are not permitted in the residence halls. The storing of flammable liquids or materials of any kind or classification is prohibited.

**Cooking and Appliances** - Due to the nature of residence hall living, the physical facilities of the halls, and the concerns for fire and safety standards, only microwave cooking is permitted in student rooms, with the exception of Century Park South. Microwaves are not allowed in the rooms in Century Park South, but students will have access to them in the lounges within the residence halls. A MicroFridge® (microwave, refrigerator/freezer combination) or a compact refrigerator/ freezer are provided in every room by the Department of Housing and Residence Life. Cooking appliances, such as toasters, induction and electric cooktops, stovetop burners, hot plates, ice makers and rice cookers, are not allowed in student rooms. George Foreman® grills or similar products also are not permitted. Single-cup coffee makers with automatic shut-off functions, such as the Keurig®, are permitted in rooms. Micro/mini-fridges cannot be stored in any furniture that doesn't have an open back and at least five inches of ventilation on all sides. Icemakers are not permitted. Microwaves should be used in accordance with general usage practices. **At no time should metal of any type be placed in a microwave.**

**Electrical Requirements** - No extension cords of any kind (single or multi-plug) should be used. Nothing that “extends” electricity is permitted, such alarm clocks, lamps and headboards that have electrical receptacles in them. String lights and lights in headboards are not permitted. A power strip with a built-in surge protector and reset button should be used if more receptacles are needed. All appliances must be UL-approved.

**Emergency Exits** - Emergency exits are to be used in the case of an emergency. If found in violation of using an emergency exit in a non-emergency, you could be assessed a \$50 fine.

**Halogen Lamps** - Due to high operating temperatures that could result in a potential fire, halogen lamps are prohibited in the residence halls.

**Incense/Candles** - Incense, candles and heated potpourri pots are not permitted in the residence halls. Burning substances in any form creates a fire hazard. This includes the use of candle warmers.



## Firearms and Other Weapons

### IHL Firearms Policy

The board recognizes that the possession of pistols, firearms or any weapons on any of its institutional premises, institutions or off-campus student functions by persons other than the duly authorized law enforcement officials, institutional security officials, authorized persons and institutional approved programs creates an unreasonable and unwarranted risk of damage to properties of the institutions, employees, students, visitors, guests and others. Because of such dangers, the board hereby prohibits the possession of pistols,

firearms or other weapons, in any form, by any person other than duly authorized law enforcement officials, institutional officials, institutional security officials and other authorized persons. “Authorized persons” include those individuals authorized by applicable law and by the institutional executive officer or his/her designee. Authorized persons also include those who have in their possession a valid, unexpired state firearms permit with the “Instructor Certified” (IC) sticker on the front/back or the equivalent permit issued by a state with a reciprocity agreement with Mississippi. Even so, those possessing such permits are not permitted to possess firearms in any institutional facilities and/or areas that are deemed non-public. Students and employees are not authorized to possess firearms on institutional properties or at institutional off-campus events regardless of possession of firearm permits.

### University Policy

It is against university policy for residents to possess firearms, ammunition, fireworks, knives, explosive devices, tasers, hunting equipment, crossbows, bows and arrows, or any such item that can be used as a weapon in a residence hall. Violators will be subject to immediate removal from campus housing, in addition to disciplinary action and possible criminal prosecution. High- powered water guns, BB guns, paintball guns and airsoft pellet guns are not to be used in or near the residence halls.



## Definitions

**Firearm** - Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile – whether loaded or unloaded – including those powered by CO2, is considered a firearm. This includes, but is not limited to, guns, air guns, dartguns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

**Weapon** - A weapon is any device that is designed or traditionally used to inflict harm. This includes, but is not limited to, firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, hatchets, nun chucks and throwing stars, as well as any object that could be reasonably construed as a weapon.

**Explosives** - Explosives are chemical compounds or mechanical mixtures that contain oxidizing, combustible units or other ingredients – in such proportion, quantities or packing – that an ignition by fire, friction, concussion, percussion or detonator or any part of the compound, mixture or gaseous pressures are capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder and dynamite, as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.





## Health and Safety

Personal safety and residence hall security are top priorities of The University of Southern Mississippi. Students, staff and the University Police Department (campus security officers patrol the residence hall areas on a 24-hour basis) have worked together to develop procedures that have greatly increased security in the residence halls. Students must share in the responsibility to ensure security and maintain control of each hall.

Housing and Residence Life expects students to respect the security of the buildings, be knowledgeable of safety policies and procedures, and refrain from creating fire or other safety hazards. Students have the responsibility to maintain residence hall rooms in a manner that will not create an adverse living environment for themselves, roommates and other students within the building.

The residence hall staff will, as it deems necessary, set a specific time to conduct a periodic room inspection for any health or safety hazards. Health and safety inspections are conducted at least once a semester. Should you fail your room inspection, you will be given a time frame in which to clean your room. Another inspection will then take place, and a possible fine and disciplinary action will be issued if you fail the inspection.

### The following safety regulations and guidelines should be followed:

1. Door propping is strictly forbidden. Those found propping doors could be **assessed a \$50 charge** and will be subject to further disciplinary action.
2. Only those authorized with proper identification are allowed to enter the residence halls.
3. Visitors must check in with residence hall staff, located at the front desk, to sign in and present a picture ID.
4. Violations of hall security procedures will result in disciplinary sanctions and/or criminal prosecution.



## Loitering Outside the Halls

Loitering on the steps in front of a building or in areas that make it difficult for residents and visitors to gain access to the building will not be permitted. If noise from outside gatherings can be heard from inside and causes a disturbance in the hall, the University Police Department will be contacted to disperse the loiterers, and disciplinary action may take place.

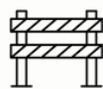


## Missing Person Procedures

If a member of the university community has reason to believe that a student who resides in campus housing is missing, he or she should immediately notify the University Police Department (UPD) at 601.266.4986. UPD will generate a missing person report and initiate an investigation.

After investigating the missing person report, UPD will notify the student's emergency contact or confidentially identified individual immediately after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UPD will notify the student's parents or legal guardian. UPD will also immediately inform local and surrounding law enforcement agencies.

In addition to registering an emergency contact, students residing in campus housing have the option to identify, confidentially, an individual to be contacted by Southern Miss in the event the student is determined missing. Students who wish to identify a confidential contact may do so by completing the Missing Person Contact Information on the Resident Student Data Card, which is available electronically via check-in paperwork and the Housing Portal. This confidential contact information will be accessible only to authorized campus officials and law enforcement officers; it will not be disclosed outside of a missing person investigation.



## Obstruction of Corridors, Lobbies, Lounges and Walkways

In support of state and university fire safety evacuation codes and out of respect for students with disabilities, it is essential that residents comply with the guideline that all corridors, lobbies, lounges and walkways, in and around the halls, must be free from obstruction at all times. All personal belongings, such as bicycles, skateboards and athletic equipment must never be left to obstruct the flow of traffic. All obstructions will be removed by Housing and Residence Life staff and will be discarded. Sleeping is not permitted in the corridors, lobbies, lounges and walkways.



## Overnight Guests

On occasion, residents are permitted to have guests of the same sex stay overnight in their rooms if the guest is registered with the SRA or RLC at least 24 hours (USM student) or 48 hours (off-campus guest) prior to the guest's overnight stay. *Approval is contingent upon agreement by the roommate and may or may not be given. Guests are to stay no longer than two nights, and only one guest is permitted per room per night. Students with non-registered guests will be subject to disciplinary action and may be assessed a per night charge of \$20.* A resident should receive the roommate's permission prior to permitting a guest to use the roommate's bed. Residents who host guests are responsible for the actions of their guests. Overnight guests are not permitted the week of finals. Sleeping is not permitted in the lobbies or lounges.



## Overnight Guests - Minors

A resident's same sex sibling (at least 14 years of age) may be permitted to stay overnight in the resident's room on Friday

and Saturday nights ONLY. Special permission from the assistant director must be obtained for weeknights. Proper documentation, including the Permission Form for Minors in the Residence Halls, must be completed by the parent/legal guardian and submitted to the Department of Housing and Residence Life at least five business days before the stay. The resident is responsible for the sibling guest and must accompany them at all times. The sibling must follow all department and university policies during their stay. The resident must obtain approval from the roommate and all suitemates before the stay begins.



## Pets

Due to the large number of people living in close proximity to each other and for health reasons, **pets are strictly forbidden**. Dogs, cats, hamsters, mice, snakes, birds or other such animals are not permitted in the residence halls, sorority and fraternity houses, and apartment. This policy includes lab or research animals. Small aquarium fish are the only pets allowed (aquarium size is limited to a maximum of 15 gallons). Visitors must be informed to leave their animals and pets elsewhere.

Residents or visitors who violate this policy **could be fined \$100**, must bear the cost to steam clean the residence hall, sorority/ fraternity room, or apartment, and will be subject to judicial action and possible removal from the residence hall or sorority or fraternity house.

**NOTE:** RLC staff members may keep small dogs or cats in their apartments. These pets are permitted.



## Service and Emotional Support Animals

Residents who demonstrate a legitimate need for keeping a service or assistance animal with them may be granted permission to do so after proper registration through Student Accessibility Services (SAS), as well as completing documentation with Housing and Residence Life. The service animal may accompany the resident anywhere on campus. An Emotional Support Animal (ESA) is restricted to the resident's room.



## Potential Harm to Others

The Department of Housing and Residence Life maintains the right to take any action necessary to protect students from potential harm by others. This may include, but is not limited to, removal from residence hall, arrest and/or required counseling. Individuals who are deemed to be in need of medical or psychiatric help will be referred to the appropriate treatment facility and will be financially responsible for transportation and treatment received. Acts of violence, such as fighting, may result in the immediate removal of all involved residents from the residence hall.

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Students involved in violent acts in the residence halls may be referred to the Office of the Dean of Students for consideration of suspension from the university.

## Acts of Aggression

Acts of aggression such as, but not limited to, assault; fighting; and/or sending, making or delivering a threatening message are prohibited. A student found responsible for any of these actions may be immediately removed from the residence hall in order to safeguard others. The Department of Housing and Residence Life reserves the right to forward these cases to the Office of the Dean of Students for further action.

## Disruptions to the Living Environment

The Department of Housing and Residence Life will take swift action to ensure the residence halls are conducive to a quality living-learning environment for all. When a student is identified as exhibiting behavior that disrupts the community, the student may be temporarily removed from the residence hall. These behaviors include, but are not limited to, endangerment, obscene or indecent behavior, physical violence, stalking or threatening behavior, or verbal or written abuse directed at another community member. Incidents of this nature may be forwarded to the Office of the Dean of Students for further action.



## Signage Procedures

All signage intended to be displayed in a residence hall by registered student organizations must be approved by the Residence Hall Association prior to posting. The signage policy and request form are available via the Housing Portal. Signage from departments other than Housing and Residence Life or from off-campus organizations should be submitted for approval to the Department of Housing and Residence Life's central office located in Hattiesburg Hall.

No signage, posters, banners or flyers may be placed, taped, glued or hung on the exterior of any residence hall building, including doors and windows. No signage, posters, banners or flyers may be placed in/on trees or bushes within view of residence hall buildings. No signage may be placed on fences or gates adjacent to residence hall or sorority and fraternity house facilities. Inside the residence halls, the use of nails, staples, glue or double-sided tape is not allowed. Never hang or affix any item to the sprinkler heads or smoke detectors.



## Smoking

Smoking on campus (i.e., e-cigs, vapors, etc.) is prohibited. Effective January 1, 2018, the university implemented a Tobacco-Free Vapor-Free Policy. For more information about The University of Southern Mississippi's Tobacco-Free Vapor-Free Policy, visit [usm.edu/student-health-services/tobacco\\_free\\_usm.php](http://usm.edu/student-health-services/tobacco_free_usm.php).

Residents will face removal from the residence hall following a third violation of the tobacco-free policy inside a campus housing facility. **Students may be cited by campus law enforcement for violating the Tobacco-Free Vapor-Free Policy.**





## Solicitation

Solicitation is not permitted in the residence halls. Exceptions to the policy must be cleared with the director of Housing and Residence Life and the director of the Union. Solicitation includes any activities performed for the purpose of selling and promoting a product or service—such as door-to-door knocking, campaigning for SGA or other political offices—or the distribution of pamphlets and flyers.

If you see anyone soliciting in the halls, tell your RA or RLC immediately. Individuals wishing to have fundraisers or to sell items on campus must obtain prior permission from the Union. This applies to all student groups as well.



## Sports Activities/Equipment/Games

Sports, rough-housing and water fights are not allowed in the residence halls because of possible damage and/or personal injury to members of the community and facility. Flying drones; riding hover boards or bicycles; roller blading or roller skating; skateboarding; and throwing Frisbees, darts or balls are not permitted in any residence hall.



## Study/Quiet Hours

All persons who are present in the residence halls between the hours of 11 p.m. and 8 a.m. will be expected to observe quiet hours. A reasonable noise volume is expected at all times and is strictly enforced. It is your right, as well as your responsibility, to let offenders know if their activities are in violation of quiet hours. Stereos, radios, TVs and all conversations must be kept at levels that will not interfere with the study or sleep of other students. The playing of musical instruments is prohibited in the residence halls. The use of stereos, radios and other amplifiable equipment is a privilege. This privilege may be revoked when the equipment is used in such a way to interfere with maintenance of quiet and courtesy hours. Individuals who repeatedly violate the quiet hour policy may be asked to leave the hall.

### QUIET HOURS

11 p.m. to 8 a.m., seven days per week

### COURTESY HOURS

24 hours a day, seven days per week

### FINAL EXAM WEEK QUIET HOURS

24 hours a day, seven days per week

**Students will be immediately removed from campus housing after second warning.**



## Vandalism

Any resident responsible for vandalism or malicious damage to student rooms and/or public residence hall areas will be **assessed a fee of \$250 plus the labor and material costs** to repair the damage. In addition, formal discipline procedures will be enforced for that resident.



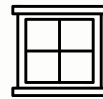
## Visitation

A visitor is defined as any person who does not reside in the building. The allotted time any residence hall may have visitation is within the hours of 10 a.m. to midnight, Sunday through Thursday, and 10 a.m. to 1 a.m. on Friday and Saturday. Each resident may have two (2) guests at a time. Guests must be 16 years of age or older, unless escorted by a parent or guardian. At the end of visitation hours, all guests are expected to be escorted out, unless approved to stay through the overnight guest policy. During the hours of visitation, hosts are responsible for the actions of their guests and must be considerate of other residents. All guests, regardless of gender, must be registered at the front desk and be escorted by the host at all times; however, if a host has a guest visiting their floor/room who lives in the same building, they don't need to be registered at the front desk, but they will need to be escorted while on that floor.

### Please note:

- Visitors must check in with residence hall staff with host and present a picture ID.
- Freshman halls will not be allowed overnight guests until the first day of classes in the fall semester.
- If no one is at the front desk when you need to check in a guest, please contact the RA or residence hall staff via the numbers posted at the front desk.
- Those visiting who live in the same building must also follow visitation hours.

**See overnight guests on pages 17 - 18.**



## Windows/Balconies/Roof/ Restricted Areas

Throwing any objects, including trash, from the windows or balconies is hazardous and demonstrates a lack of respect for the university community. Please put all refuse in appropriate areas and receptacles. Disciplinary action will be taken against violators of this policy.

Windows in the residence hall rooms should remain closed at all times, and screens should remain in place to ensure safety of our residents and proper functioning of the ventilation systems.

Students are not permitted to enter or exit the building through their windows and should never be on a balcony, roof or overhang. Access to roofs is restricted to authorized personnel only. Sunbathing and other activities on the roof or porch overhangs are strictly prohibited. Violators will be subject to disciplinary action.

In all buildings, there are areas such as basements, attics, mechanical rooms, custodial areas, breaker rooms, etc., that – for safety reasons – are not accessible to students. Accessing these areas will result in disciplinary action.

# RESIDENCE HALL INFORMATION



## Bicycle Racks

Racks where bicycles may be locked are provided adjacent to each residence hall and near many sorority houses. Bicycles should not be kept in corridors, stairwells, entryways, porches, on sidewalks, or tied to benches or trees. Improperly parked bikes will be removed by university personnel. Be sure to register your bike or motorcycle with the Department of Parking and Transit Services. All abandoned bikes left at the end of each semester will be removed by UPD. Housing and Residence Life is not responsible for lost or stolen bikes.



## Campus Mailbox

All residence hall students are required to have a Southern Miss Post Office box on the ground level of the Thad Cochran Center. Students must visit the Post Office in order to receive their P.O. Box numbers.



## Card Access System

Each residence hall is equipped with a card access reader. Your student ID card will give you access to your residence hall, but will not allow access to any other halls. Each student ID card is personalized to the respective student. Each time a card is used for an attempted entry, the student's name, hall, time and date will be registered in an online database. Each student is responsible for his/her own ID card. In the case of a lost card, the student should notify the hall staff as quickly as possible. Allowing another individual access to your student ID for entry into your room or building is a misuse of access and will result in disciplinary action.



## Temporary Access Cards

Students may also check out a temporary access card (temp card) in the case that they lose or break their student ID. However, residents only have three (3) business days to locate their ID or purchase a new one from the Image Center located in the Thad Cochran Center. The student will need to turn the temporary card back in after their allotted time of three (3) business days. The front desk staff will provide the temporary access card service to residents free twice per semester during an academic year. **Any temporary card checkout after two times per semester will result in a \$15 check out fee per incident.**



## Century Park North Learning Center

Residents wishing to reserve space in the Century Park North Learning Center should send an email request to [reslife@usm.edu](mailto:reslife@usm.edu) including the following:

1. Name of the student group and if it is an approved student organization on campus
2. Name of person responsible for the room (the person signing the form and responsible for any damages)

For more information, please contact the Housing and Residence Life central office at 601.266.4783.

**The center is to be used for official university business, RA programming and academic purposes only (no parties, showers, etc.). Sleeping overnight in the center is prohibited.**



## Housekeeping

In traditional residence halls (Wilber), housekeeping staff clean all public areas daily – bathrooms, corridors, study rooms, lounges and lobbies. In the suite-style residence halls (Century Park North/South, Hillcrest, McCarty, and The Village), housekeeping staff clean corridors, study rooms, lounges and lobbies daily. Residents are responsible for the cleanliness of their own rooms and the common areas in the suites. Residents are responsible for cleaning after usage of all bathrooms by taking all their belongings and placing all unwanted items in the trash. Residents of suite-style buildings are also responsible for providing their own shower curtains and toilet paper. Rooms and bathrooms must be left clean upon termination of occupancy; failure to do so will result in a cleaning charge.



## Laundry Facilities

Washers and dryers are located throughout Century Park North, Century Park South, Hillcrest, McCarty, next to the RHA Center, and in each of the sorority and fraternity houses. A central laundromat is located behind Wilber Hall. Residents of campus housing are able to use the laundry facilities free of charge. Access to the facilities is obtained by using your access card. Laundry services are to be used by residents of campus housing only. Housing and Residence Life recommends you stay with your laundry to ensure it is removed promptly upon the cycle finishing. To report maintenance issues with laundry machines, fill out a request via the CSC service app at [cscsw.com](https://cscsw.com) or call 877.264.6622. Information on how to report laundry issues is located in each laundry room. You can also report to USM HRL Facilities department by calling 601.266.5404.



## Lost Articles

Items found on campus should be turned in to the University Police Department where owners can claim them. Notice of any lost items should be filed there. Items found in the residence halls should be turned in to the hall staff. To claim any lost items, it is important that you have all your possessions identified with either your student ID number or serial numbers.





## Maintenance Requests

Each student is able to enter his/her own maintenance request online from the Housing Portal or via phone at **601.266.5404**. (If you have difficulty entering your work order, hall staff will be able to assist you.) Students who enter their own requests will receive an email response to let them know when their requests have been completed. When maintenance staff arrives to complete a work request, the area/room should be completely clear. Furniture should be moved, clothes picked up from the floor, and all personal belongings arranged in a manner that allows the worker access to the work area. If the worker arrives and the student's room is not in the condition to accomplish the job, the work order will not be completed. The maintenance staff will return the next day to complete the work order. If the room is still not in a workable condition, the work order will be closed, and the student will need to resubmit the request. Work orders received after midnight will be scheduled for the next day, unless an emergency exists. **Contact the RA on duty if there is a maintenance emergency after hours.**

Scan the QR code or click the link below to be directed to the Housing Portal where you can find the maintenance request form.



<https://rmsweb.usm.edu/Page/PortalHome>



## Meal Plan

All students who live in the residence halls are required by the university to purchase an Eagle Dining meal plan. All residence hall and Greek housing students are automatically assigned the "To The Top" meal plan; however, students may change to a different plan. For further information concerning the meal plan, contact Eagle Dining at 601.266.5376 or visit their website at [usm.campusdish.com/MealPlans](http://usm.campusdish.com/MealPlans).



## Motorized Vehicles

Motorized vehicles (i.e., motorcycles, golf carts) are not permitted inside the gated communities and are subject to removal. Students bringing a vehicle to campus must get a parking pass from Parking and Transit Services, and must be parked in the designated spaces. To apply for a parking pass, visit <https://www.usm.edu/parking-transit-services/index.php>.



## Pest Control

Pest control service is provided on a regular basis for all the residence halls. If you are experiencing a problem with insects that requires additional attention, complete a maintenance request form online.



## Phone Services

Students wishing to have a room phone must visit iTech to request phone service. (Phone service fee is included in the residence hall rates.) **NOTE: It is against the law to make false 911 calls. Students who make false 911 calls will be penalized according to the university and state of Mississippi policy on the abuse and misuse of phone services.**



## University Email

All students at the university are automatically assigned an official university email address. It is the obligation of each student to activate his or her email account, to check routinely for new messages, and to keep it in good working condition. The university and the Department of Housing and Residence Life will use this email account to send official communication to students, such as reassignment details, housing assignments, important dates and reminders, as well as information regarding rooms (i.e., maintenance).

For more information about your university email account, contact iTech at 601.266.4357 or at [helpdesk@usm.edu](mailto:helpdesk@usm.edu).



## Vending Services

Throughout the campus, you will find conveniently located snack and beverage machines. Refunds for losses in all snack and drink machines are handled by University Vending, located in the Thad Cochran Center. If you lose money in a machine, do not repeat the selection. Proceed to the Post Office in the Thad Cochran Center within 24 hours (except weekends and holidays), and your loss will be refunded. Promptly report any malfunctions, vandalism or problems to **601.266.4009**. Please be aware that Section 491 - Title 18 – United States Code makes the use of slugs or foreign coins in coin-operated machines a federal offense punishable by a fine of no more than \$1,000 or imprisonment of no more than a year, or both.







# TROUBLESHOOTING

Knowing who to contact in certain situations is not always so clear. This quick reference guide should provide some help. We encourage you to contact your resident assistant before calling or going to an office. Your resident assistant is your primary source for information and usually can help save you a great deal of time and effort. If your resident assistant is not available, contact your residence life coordinator or assistant director.

Campus Meal Plans.....	Eagle Dining/601.266.5376
Campus Post Office.....	601.266.4013
Elevator Repairs.....	RA or Hall Front Desk
Fire or Safety Problem.....	RA or University Police Department/601.266.4986
Hall Access Card.....	RA or RLC
Hall Activities.....	RA, RLC or RHA
Health or Injury.....	RA or Student Health Services/601.266.5390
ID Card.....	601.266.4149
Laundry Issue.....	CSC (information posted in Laundry Room) or HRL Facilities
Maintenance Repair.....	HRL Web Portal or HRL Facilities
Noise Problem.....	RA or RLC
Parking Decal.....	601.266.4943
Room Change.....	RLC
Room Key/Lost.....	RA or RLC
Roommate Problem.....	RA or RLC
Theft.....	RA, RLC and University Police Department/601.266.4986
Wireless Issue.....	iTech/601.266.4357 (HELP)





# ABOUT ROOMMATES



One of the most rewarding aspects of living on campus is the opportunity to establish close friendships with people from a variety of backgrounds. Whether your roommate is a close friend from home or you are meeting for the first time, your roommate relationship can work and even be fun. Most people enjoy the company of others, and your roommate can be someone to share ideas, interests and good times.

For many, sharing a room is a new experience and can sometimes result in a few misunderstandings. It is important to realize that not only do you have a roommate, but also you are a roommate. Getting along usually requires work, but the benefit of establishing friendships makes the work worthwhile. Even if a lifelong friendship is not established, learning to respect each other's differences without infringing on one another's freedom can be a valuable part of your education. Southern Miss provides a service called Roommate Connection. **Please check out the Housing Portal for more information regarding roommates.**

## ROOMMATE BILL OF RIGHTS

**As a residence hall community member, these are the rights you can expect and the rights you have a responsibility to maintain:**

- The right to read and study free from undue interference in one's room (Unreasonable noise and other distractions inhibit the exercise of this right.)
- The right to sleep without undue disturbance from noise, guest of roommate, etc.
- The right to expect that a roommate will respect one's personal belongings
- The right to a clean environment in which to live
- The right to free access to one's room without pressure from a roommate
- The right to personal privacy
- The right to host a guest with the expectation that guests are to respect the rights of the host's roommate(s), other hall residents and the visitation policy
- The right to address grievances (Staff members are available for assistance in solving conflicts.)
- The right to be free from fear of intimidation, physical and/or emotional harm, and any kind of harassment



## HELPFUL TIPS TO MAKE IT WORK

### **Communicate**

The key to a successful relationship with your roommate is communication. Sit down and talk about habits, preferences, moods and values. Even if your roommate is your best friend, you will be surprised to find out some things you did not know about him/her. If something is bothering you, the sooner you talk about it, the sooner it can be resolved.

### **Be Understanding**

Everyone has those days when everything seems to go wrong and bad moods are a result. Try to be understanding and helpful through the tough times. Making it through the rough days builds stronger friendships.

### **Establish "House" Rules**

To avoid misunderstandings, it's important to establish

ground rules regarding each other's belongings, room cleaning (there is a wide spectrum between "neat freak" and "total slob"), phone use and visitation. Complete a roommate contract at the beginning of the year to assist with establishing boundaries. If you each know where the other stands on these matters, then everything will work smoothly.

### **Give Each Other Some Space**

Togetherness is great, but you can have too much of a good thing. Consider your roommate's need for time alone and establish your own quiet time also.

### **Be Open-Minded**

If you do not have a particular roommate in mind, you need to keep an open mind toward having a roommate who may be different from you.



# SOUTHERN MISS STANDARD

The Southern Miss Standard was developed to embody the values we hope residents possess. At the same time, the university is strongly committed to freedom of expression. Consequently, these principles do not constitute university policy and are not intended to interfere in any way with a resident's personal freedoms. We hope, however, that residents will voluntarily endorse these common principles, thereby contributing to the traditions and scholarly heritage left by those who preceded them, and will thus leave Southern Miss a better place for those who follow. We encourage residents to demonstrate respect, integrity and compassion in every facet of their university lives, thus ensuring the success of each resident. Our community will be our strength as each resident values and appreciates scholarship, service and involvement, and assumes an active role in our society.

## Implicit within the Southern Miss Standard is

- A respect for the hall environment and university property;
- A respect for language that is appropriate, never obscene, and neither demeans nor intimidates;
- A respect for the level of noise at all times and an understanding of how personal noise levels affect others in the community;
- A respect for the academic community and a commitment to the academic principles of scholarly study and class attendance;
- A respect for the differences that exist among residents and a commitment to know the members of the floor/hall;
- A respect for the staff of the hall and compliance with all policies and procedures;
- A respect and adherence to the principles of truth and honesty;
- A respect for all safety measures and the adherence to safety practices; and
- A commitment to refrain from violence when addressing conflict at Southern Miss.







# **THE CREED AT SOUTHERN MISS**

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**I belong to a community of scholars at The University of Southern Mississippi.**

**I will demonstrate integrity and determination in all academic pursuits.**

**I will appreciate the value of differences among people, customs and viewpoints and oppose hatred, bigotry and bias toward others.**

**I will exhibit behavior and choose language that demonstrates respect for fellow members of the Southern Miss community.**

**I will respect others by honoring their rights, privacy and belongings.**

**I will value human dignity in my academic, social and employment settings.**

**I commit to exhibiting civil behavior, demonstrating responsible citizenry, and doing my part to achieve a positive and secure living and learning environment for all.**

*While not a part of the Code of Student Conduct, The Creed at Southern Miss is a statement that was endorsed by the Student Government Association to express how students should ideally interact with each other in a community of diverse ideas and opinions. Students are only subject to disciplinary action based on violations of the Code of Conduct, and of municipal, state or federal law.*





# GET INVOLVED



## National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary is the recognition branch of the National Association of College and University Residence Halls (NACURH). NRHH represents the top one percent of all residents on campus. As such, through the submission of OTMs (Of the Month), NRHH recognizes those leaders in Housing and Residence Life who strive to better the living community. To learn more about NRHH, visit [nrhh.org](http://nrhh.org).



## Residence Hall Association (RHA)

The Residence Hall Association was founded in 1982 at Southern Miss. RHA is the governing and programming board for all residence halls. This organization consists of the Executive Board officers, representatives from each hall and committee members. Input from all RHA members is utilized to develop campus-wide social events, respond to the issues and needs of on-campus students, and enhance the total residence hall living experience. RHA members also have the opportunity to serve as delegates to state, regional and national leadership conferences. RHA provides an excellent opportunity for you to get involved on campus and gain leadership experience!

## How can I get involved with RHA?

### Become an RHA representative.

Each residence hall elects RHA representatives in the beginning of the fall semester. Those elected represent the interests and ideas from their halls at weekly RHA meetings. They are responsible for taking information from RHA meetings back to the students they represent, as well as promoting RHA events within their halls. The RHA representative also serves on one of RHA's three standing committees.

### Join an RHA committee.

RHA has three standing committees. The Special Events Committee plans and implements campus-wide social events for all on-campus students. The Community Service Committee coordinates service activities, as well as fundraising efforts, for a variety of nonprofit agencies in the Hattiesburg area. The Issues and Development Committee addresses student issues and concerns and coordinates leadership development opportunities for RHA members.

### Become a committee chair.

Each of the standing committees is directed by a committee chairperson. The Executive Board and RHA advisors, with consent and approval of the RHA representatives, will appoint chairpersons for these committees.

### Become an Executive Board member.

The RHA Executive Board is comprised of six members: director, national communications coordinator, associate director of administration, associate director of finance, associate director of public relations and NRHH president. These six individuals work as a team to oversee all RHA activities and network with other student leaders and on-campus student organizations, as well as maintain the RHA Center. The Executive Board is elected in February to serve in the upcoming year, receiving invaluable leadership experience for future endeavors.

The RHA Center, located on the north side, ground level of Mississippi Hall, is a large multipurpose room exclusively for students living on campus. It provides a meeting area, study space, computers and lounge area with a large-screen television to sit back and relax with friends. **The RHA Center is also the location of the RHA Executive Board office and NRHH office.**





# SEVERE WEATHER AND EVACUATION PROCEDURES



## Emergency Sirens

**Siren Testing Schedule** - The Southern Miss siren will be tested on the last Friday in August at noon and the last Friday in January at noon. The test will begin with Westminster chimes followed by a voice stating: “The following tone is a test of the Southern Miss emergency warning system. Please do not dial 911. This is only a test.” This message will then be followed by a two-minute tone. The tone will then be followed by the final voice message: “This has been a test of the Southern Miss emergency warning system. Please do not dial 911. This was only a test.”

The siren will also be tested once a month using the Westminster chimes. These monthly tests will occur on the last Friday of each month at noon. In case of severe weather, the test will take place the following Friday at noon. If there is bad weather on the second Friday, then that month’s test will be cancelled.

**The Emergency Warning System** - The siren control panel is located at the University Police Department dispatch office. If a tornado warning is issued for our area, the police dispatcher will call the Emergency Management District to confirm that a tornado is threatening our campus. The dispatcher will activate the siren tornado warning. The tornado siren warning sequence will be the following:

**Tornadoes** - Westminster chimes will be followed by the voice message, “A tornado warning has been issued for the Hattiesburg area. Please seek shelter.” This would be followed by a three-minute tone, which will be repeated if necessary. Residents should remain in their shelter areas for 45 minutes after the last three-minute tone.

**Hazardous Weather** - In times of hazardous weather (lightning, hail, hurricanes or weather likely to produce a tornado), the dispatcher will activate the hazardous weather warning: the Westminster chimes followed by the voice message, “A hazardous weather warning has been issued for the Hattiesburg area. Please seek shelter.” This will be followed by a three-minute tone.

**What to Do During an Actual Warning (Not a Test)** - When you hear the emergency warning siren, seek shelter inside the nearest building on the lowest level possible. Move away from windows and doors. When the bad weather hits, move to a center hallway away from windows and doors and sit down with your back to the wall. If you have a backpack, use it to cover your head.

Do not touch metal pipes or metal structures during a storm. Tune in to a local TV or radio station for weather updates.

## During and After the Storm

What You Should Know and Expect if You Stay

1. Residents with emergency housing needs will remain in their individual halls until the storm has passed.
2. The Village residents with emergency housing needs will be relocated to vacant women’s residence halls.
3. Fraternity Drive residents with emergency housing needs will be relocated to vacant men’s residence halls.
4. Students remaining in the halls during the storm **MUST** sign the building’s occupancy report form so staff will have an accurate number of those staying.
5. Expect a four- to six-hour wait in the hallways (safe zone).
6. Expect a possible lack of air conditioning, water and limited electricity.
7. Sack lunches will be provided to all residential students by Eagle Dining.
8. Residents are encouraged to ration their food and water accordingly, making it last through the next day.
9. Avoid standing or sitting near windows and doors. In the event that the roof of the structure is damaged or blows off, go to a secure room, lie on the floor, and cover yourself with a mattress.
10. If the center or the “eye” of the storm passes directly overhead, there may be a lull in the wind lasting from a few minutes to half an hour or more. **DO NOT** venture out during this time. Remember that the wind may return suddenly from an opposite direction with even greater force.
11. It is not uncommon for buildings to take in water or for windows to break during a storm. All we can do is clean up to the best of our ability and wait for the storm to be over. Never put yourself in danger trying to clean up a mess.
12. Remain inside – **DO NOT** leave the building during the storm unless it is an emergency.
13. **DO NOT** play in any standing water around the buildings due to potential downed power lines.
14. **Power Outages** – Residents may **NOT** use candles or other flammable types of lighting under any circumstances.
15. Flashlights are recommended in the event of a power failure. Emergency generators will supply emergency lighting in the hallways and stairwells, fire alarm systems and access card system.
16. Listen for tornado sirens. We could expect to receive several tornadoes from a hurricane. If you hear the tornado siren, please leave your room immediately and go to the safe zone in your building (first floor).
17. Once the storm has passed, all residents may be relocated to the Thad Cochran Center.
18. **Campus Curfew (strictly enforced)** – In the event a curfew is in effect by the police department, residents will not be permitted to leave the building and will be **ARRESTED** for doing so. This is for the safety of the students, hall staff and emergency response teams.





## Hurricane Preparedness

**Parents** - Talk as a family prior to arrival to campus about what you want your student to do in case a hurricane is going to make land fall. Review Housing and Residence Life's Hurricane Evacuation Guide for Parents brochure [here](#).

**Students** - Have a plan for where you are going to go should campus need to be evacuated. Review Housing and Residence Life's Hurricane Evacuation Guide for Students brochure, available in residence halls, or click [here](#).

Learn more about hurricane preparedness at [emergency.usm.edu/hurricane-preparedness](http://emergency.usm.edu/hurricane-preparedness).

For more information on what to do before, during and after a storm, go to [usm.edu/housing](http://usm.edu/housing) and click on Hurricane Preparedness on the home page.



## Fire Alarm Procedures

1. Leave your room immediately, as required by state law.
2. Leave the wall or overhead light on.
3. Close the room door and lock it (only if time permits).
4. Walk quietly and quickly outside to the designated evacuation site via the stairwells. Do not use the elevators.
5. Remain at the designated evacuation site until the signal is given to return to your room.

For your own protection, obey all fire regulations. Failure to evacuate a hall when an alarm sounds and failure to comply with staff directives constitutes grounds for disciplinary action, which may include removal from the residence halls. Housing and Residence Life staff and the University Police Department reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.



## Gas Leak Procedures

A gas leak is any situation where someone has detected or reported a smell of gas or gas is believed to be leaking from a pipe or another source. Gas leaks are considered serious and potentially dangerous and need to be reported immediately. Exit the building immediately. Prop door open on your way out in order to ventilate the room/building of gas. **DO NOT** use matches, lighters, electrical switches, appliances or your telephone inside the residence halls. Call UPD at 601.266.4986 or 911 after exiting the building.

**DO NOT** re-enter the building until it has been declared safe to do so by emergency personnel. If gas service must be turned off, know that it may not be restored until the following day.



## Shelter-in-Place

### What It Means to Shelter-in-Place

If an incident occurs and the building or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. As a result, to “shelter-in-place” means to make a shelter of the building that you are in. With a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

### Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside – seeking an interior room – until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, quickly seek shelter at the nearest university building. If police or fire department personnel are on the scene, follow their directions.

### How You Will Know to Shelter-in-Place

A Shelter-in-Place notification may come from several sources, including the University Police Department, Housing and Residence Life staff members, other university employees, or other state or local authorities utilizing the university’s emergency communication tools.

### How to Shelter-in-Place

No matter where you are, the basic steps of Shelter-in-Place will generally remain the same. Should the need ever arise, follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of an emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
- Make a list of people with you and ask someone (Housing and Residence Life staff, faculty or other staff) to call in the list to UPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.



# CAMPUS SERVICES

## UNIVERSITY POLICE

The University Police Department provides 24-hour patrol and dispatcher services with access to other local emergency services.

## IN CASE OF EMERGENCY

Depending on the type of emergency, call your resident assistant, residence life coordinator, UPD, fire department and/or Student Health Services. The number for UPD is 911 for emergencies and 601.266.4986 for all other circumstances. **The University Police Department is located in Bond Hall.**

## CODE BLUE EMERGENCY TELEPHONES

There are emergency phones located throughout the campus with direct lines to the University Police Department. The phones can be found at the following locations:

- Asbury Hall – Northeast
- Asbury Hall – Southeast
- Asbury Hall – Southwest
- Baptist Student Union – 31st Avenue
- Bennett Auditorium – South
- Reed Green Coliseum
- Between Cook Library and Power House Restaurant
- Between Scott Hall and Vann Hall
- Beside Kennard-Washington Hall
- Between The Hub and M.M. Roberts Stadium
- Black and Gold Boulevard by Bobby Chain Technology Center
- Cedarbrook II Apartments
- Centennial Green
- Century Park North – East and South Sides
- Century Park South
- Joseph Greene Hall by N. 31st Avenue
- Harkins Hall – Southeast
- Fitness Trail by Thames Polymer Science Research Center – West
- Forrest Avenue by Forrest County Hall
- Forrest County Hall – West
- Fraternity Drive by Intramural Fields
- Harkins Hall – Southeast
- Hillcrest Hall – South
- Hillcrest Hall – Northwest
- International Center – West
- Intramural Field by M.K. Turk Circle
- J.B. George Building – East
- Joseph Greene Hall – Southwest
- Lake Byron at the District
- Lake Byron by McLemore Hall
- Lot W. 4th Street – North Intramural Field
- Liberal Arts Building – West
- Luckyday Hall – West
- Luckyday Hall – South
- Math Zone – South
- Oseola McCarty Hall – East and Northwest Quads
- Mississippi Hall – Northwest
- Montague Boulevard and Pine Haven Circle – East and West Sides
- Montague Boulevard and N. 31st Avenue
- N. 34th Avenue and Pearl Street Lot
- N. 35th Avenue and Pearl Street Lot – South
- N. 35th Avenue and Pearl Street Lot – North
- Parking Garage – Northwest (Floors 1-5)
- Parking Garage – Southeast (Floors 1-5)
- Mannoni Performing Arts Center – North
- Physical Plant
- Pride Field by Payne Center
- Pulley Hall
- Ross Boulevard Gravel Lot
- Ross Boulevard South Lot
- Scholarship Hall
- Scianna Hall – West
- Scianna Hall – East
- Softball Complex
- Speech and Hearing – East Side
- Speech and Hearing – Northwest Corner
- Tennis Courts
- Thad Cochran Center – North
- The Village Circle by Kappa Delta
- The Village Gated Lot
- Trent Lott Center – West
- Wellness Center/Payne Center - North
- Wilber Hall – East



Keep your eyes out for these in case of an emergency!





# FREQUENTLY DIALED NUMBERS

(From a campus phone, dial 6 and the four-digit extension. From a personal phone, you must include 601.266.)

Admissions.....	6.5000
Athletics.....	6.5017
Bookstore.....	6.4381
Business Services.....	6.4137
Campus Operator.....	6.4153
Campus Recreation.....	6.5405
Career Services.....	6.4153
Image Center/Photo Services.....	6.4149
Eagle Dining.....	6.5376
Clinic for Family Therapy.....	6.4075
Financial Aid.....	6.4774
Fraternity and Sorority Life.....	6.4823
Housing Maintenance.....	6.5404
Housing and Residence Life.....	6.4783
Library (Cook).....	6.4249
Library (McCain).....	6.4345
Parking and Transit Services.....	6.4943
Post Office.....	6.4013
Residence Hall Association.....	6.5608
Seymour's.....	6.4392
Student Accessibility Services.....	6.5024
Student Activities Hub.....	6.4403
Student Counseling Services.....	6.4829
Student Employment.....	6.4153
Student Health Services.....	6.5390
Textbook Center.....	6.4390
Tutoring Information.....	6.4659
University Police.....	6.4986 or 911
Vending Services.....	6.4009



## INFECTION PREVENTION STRATEGIES

Students who reside in campus housing can reduce risks by washing hands often with soap and water for at least 20 seconds; using hand sanitizer with 60-95% alcohol if soap/water is not available; avoiding touching eyes, nose or mouth with unwashed hands; avoiding contact with people who are sick, staying home while sick, and avoiding close contact with others; and covering mouth and nose with an elbow or a tissue when coughing or sneezing and immediately disposing of the used tissue. We strongly recommend getting vaccinated for COVID-19, Meningitis ACYW and Meningitis B vaccines, though it is not required.

Students may be required to move to another room, hall or other location, or be asked to go home in the event of required quarantine or isolation by the Moffitt Health Center staff, Dean of Students Office or Department of Housing and Residence Life staff.