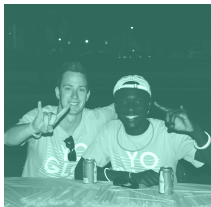
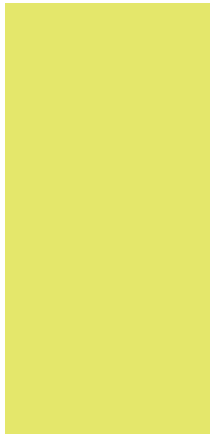
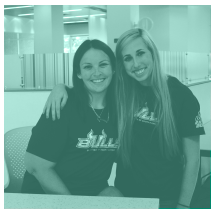
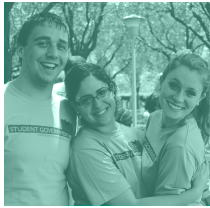
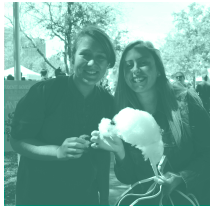
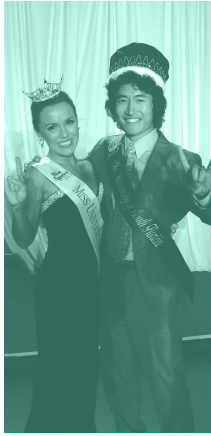


# STUDENT HANDBOOK



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**For up-to-date USF Policies, USF Regulations, and the Student Code of Conduct, please refer to the websites of:**

The Office of the General Counsel (<http://usfweb.usf.edu/OGCWeb>) and  
The Office of Student Rights and Responsibilities (<http://www.sa.usf.edu/srr>)

At the time of this printing, the published 2013-2014 Student Code of Conduct was undergoing a pending review and update. The University will apply the most current adopted and approved Student Code of Conduct at the time of any alleged student conduct violation.

# LETTER FROM THE PRESIDENT



Dr. Judy Genshaft  
USF System President

**Dear Students,**

Welcome to the University of South Florida! This is an exciting time to be at USF and I hope you are looking forward to the many incredible opportunities that await you this year. USF is a place where everyone can achieve to their highest potential, and I know each of you bring a wealth of talent and creativity to our campus community.

From USF's beginnings as the first major state university planned, built and opened in the 20th century, the university has grown to become one of the nation's top research universities and is listed in the highest level for the Carnegie Foundation's research university rankings. We are an international leader in generating new U.S. patents and we have risen into the Top 50 of American universities in National Science Foundation research expenditures. Great things are happening because our students, faculty and staff are dedicated to the highest standards in academics and research.

USF has built a strong foundation to ensure our current students' success and we stand ready to assist you with any challenges that come your way. Our faculty includes leading scholars whose discoveries place them at the forefront of their fields of study. As an undergraduate you benefit from the latest curriculum and through having an opportunity to engage in research projects. Our campus life – including the arts and cultural events, nationally recognized intercollegiate athletics and hundreds of student organizations and activities – provides rich opportunities for personal development. I encourage you all to take the opportunity to join in community service and volunteer projects which abound on campus; they will connect you to the Tampa Bay region and give you a deep sense of personal fulfillment as you give back to your community.

I encourage you to explore the many opportunities USF has to offer. Much of your success will come by being open to new ideas and perspectives, getting involved in campus activities and making new and lasting friendships.

Best wishes for a successful academic year! Go Bulls!

Sincerely,

A handwritten signature in black ink that reads "Judy Genshaft". The signature is written in a cursive, flowing style.

**Dr. Judy Genshaft**  
**USF System President**



## COMMITMENT TO HONOR

As an ethical community, the University of South Florida is dedicated to the ideals of excellence in the development of students, academic learning, scholarship and research.

By joining this community, each member is expected to accept and live these commitments.

I *resolve* to maintain the honor and integrity of the university community in pursuit of my development, academic learning, scholarship and research.



I *resolve* to respect the dignity and intrinsic value of all persons.



I *resolve* to contribute to the progress and greater good of the community.



I *resolve* to strive for excellence and discovery for myself, others, and the University.



# IMPORTANT CONTACTS

**\*IN THE CASE OF AN EMERGENCY CALL 911\***

## ON CAMPUS

### Dean for Students

Tampa ..... 813.974.6677

### USF Police Department

Tampa ..... 813.974.2628  
(non-emergency - Tampa Campus)

### Center for Addiction & Substance Abuse

Tampa ..... 813.974.2677

### Counseling Centers

Tampa ..... 813.974.2831  
St. Petersburg ..... 727.553.9129  
Sarasota ..... 941.487.4254

### Wellness USF

Tampa ..... 813.974.4936  
St. Petersburg ..... 727.553.9129  
Sarasota ..... 941.487.4254

### Advocacy Center

Office ..... 813.974.5756  
Crime Victim Helpline ..... 813.974.5757

### Student Affairs

Tampa ..... 813.974.5533  
St. Petersburg ..... 727.553.1129  
Sarasota ..... 941.359.4250  
Lakeland ..... 941.667.7000

### Office of the Student Ombudsman

Office ..... 813.974.5439

### Student Health Services

Tampa (813) 974-2331

### USF Information

Call ..... 2-1-1  
(for help with food, housing, employment, health care,  
counseling and more)

## OFF CAMPUS

### National Help Lines

Cocaine ..... 1.800.262.2463  
Alcohol Abuse & Crisis Intervention ..... 1.800.234.0246  
National Institute on Drug Abuse ..... 1.800.644.6432  
National Institute of Mental Health ..... 1.888.269.4389  
Drug Information & Treatment Hotline  
    English ..... 1.800.662.4357  
    Espanol ..... 1.800.66.AYUDA  
Al-Anon ..... 1.800.356.9996  
American Council on Alcoholism ..... 1.800.527.5344

### Local Help Lines

#### Alcohol Anonymous (AA)

(24 Hour Answering Service)

Tampa ..... 813.933.9123  
Lakeland ..... 941.687.7903  
St. Petersburg ..... 727.323.9644  
Sarasota ..... 941.951.6810

#### Al-Anon

Tampa ..... 813.889.4544  
Lakeland ..... 941.668.7903  
Palm Harbor ..... 727.786.0120  
Sarasota ..... 941.739.1829

#### Adult Children of Alcoholics (ACOA)

Tampa ..... 813.837.8103  
St. Petersburg ..... 727.443.7463

#### Narcotics Anonymous (NA)

Tampa ..... 813.879.4357  
Lakeland ..... 863.683.0630  
St. Petersburg ..... 727.547.0444  
Sarasota ..... 941.957.7910

#### Crisis Center

Tampa ..... 813.238.8411





## STUDENT CODE OF CONDUCT

This system regulation governs student behavior and provides information concerning discipline proceedings. The most current version of the code can be found:

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

The Office of Student Rights and Responsibilities (OSRR) supports the mission, goals, values and vision of the University of South Florida System (USF System) by promoting a community that values individual responsibility and the adherence to community standards as embodied in the Student Code of Conduct. Through the community standards hearing process we engage our students in personal and social responsibility.

Our goal is to encourage and develop standards of behavior and critical thinking that will first create a community of leaders and citizens' and second enhance the USF environment for community members: living, studying and working within the USF System.

Office of Student Rights and Responsibilities  
University of South Florida  
4202 E Fowler Ave  
ALN 109  
Tampa, FL 33620  
(O) 813-974-9443  
(F) 813-974-7383



# PROHIBITION AND PREVENTION OF HAZING USF6.0023

Date of Origin: 06-25-09 | Date Last Amended: 02-20-13 | Date Last Reviewed: 02-20-13

(1) The University of South Florida System (USF System) prohibits any form of hazing of its students, including hazing by students or other persons associated with any student, organization, or group, at any time, and at any location.

a. Hazing means any action or situation created by a member of the University community, or acting in the capacity as such, against another member of the University community for purposes including, but not limited to, initiation, admission into, or affiliation with an organization or group that:

- i. Is negligent or reckless in nature; or
- ii. Is humiliating or endangers an individual's mental or physical health; or
- iii. Unreasonably interferes with academic or employment activities; or

b. It is not a defense to a charge of hazing that:

- i. The express or implied consent of the individual(s) was obtained or that the individual(s) willingly participated;
- ii. The conduct or activity was not a part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or
- iii. The conduct or activity was not a condition of membership or affiliation with the organization or group.

(2) A person, organization, or group is subject to conduct proceedings under this regulation if they engage, commit or participate in the offense of hazing, and, solicit, encourage, direct, aid, or attempts to aid another in hazing; Recklessly permits hazing to occur or has firsthand knowledge of the planned or actual hazing incident(s), and knowingly fails to report that knowledge to the appropriate University Official.

(3) Making an intentionally false accusation of hazing is prohibited.

(4) Retaliating in any manner against an individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

(5) All members of the University community are subject to this Regulation and any investigation that may be required to enforce the Regulation.

(6) In addition to this regulation:

- a. NCAA student athletes shall follow the policies and guidelines set forth by the NCAA, affiliated Athletic Conference (e.g. Big East), and University Athletics Compliance Office.
- b. Students belonging to organizations with national policies and guidelines should follow those policies in addition to those set by the University.

(7) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective.

(8) Definitions:

1. Actions and situations that may constitute hazing include, but are not limited to, the following:
  - a. Forced or coerced consumption of food, alcohol, beverage, drugs, or other substance
  - b. Paddling, hitting, slapping, branding, and/or physical brutality in any form
  - c. Creation of unnecessary fatigue
  - d. Personal servitude
  - e. Physical and/or psychological shocks
  - f. Wearing of apparel which is conspicuous and not normally in good taste
  - g. Degrading or humiliating games or activities
  - h. Sleep, food, or beverage deprivation
  - i. Isolation and exclusion from social contact
  - j. Calisthenics

- k. Unreasonable exposure to the elements
- l. Kidnapping or abandonment
- m. Line-ups and berating behaviors
- n. Undue interference with academic pursuits
- o. Pressuring or coercing involvement in activities that are illegal, lewd, or in violation of University Policy

2. "Members of the University Community" means its faculty, staff, students, volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors.

3. "Organization" and "group" are defined as follows:

- a. "Organization" means a number of persons who are associated with the University and each other and has registered with the University as a Student Organization under USF6.017, Registration and Conduct of Student Organizations.
- b. "Group" means a number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs, etc.)

4. "University Official" means any person (faculty or staff) who is employed by the University, and who performs assigned administrative, professional, or paraprofessional responsibilities.

For the purposes of this regulation, the term "Appropriate" official is defined by each institution as follows:

- a. USF Tampa: Office of the Dean for Students and/or designee to include Fraternity & Sorority Life, Student Rights & Responsibilities, Center for Student Involvement, Campus Recreation, and University Police.
- b. USF Health: Office of the Associate Dean of Student Affairs.
- c. USF St. Petersburg: Office of Student Rights & Responsibilities.
- d. USF Sarasota- Manatee: Office of Student Services/Office of Rights & Responsibilities/Dean of Students.
- e. USF Lakeland: Office of the Director of Student Affairs/Dean for Students.

For other members of the University community (volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors) the appropriate official is any of the above University Officials or the University Police.

**(9) Rights of Those Who Report:**

1. Individuals who are victims of hazing and who truthfully report the activities shall not be individually charged with a violation of this regulation in relation to that or related incident.

2. Individuals who have knowledge of or witness a hazing incident, but who did not participate, and truthfully report the activities shall not be individually charged with a violation of this regulation in relation to those particular or related incidents.

3. An organization or group that seeks assistance in preventing hazing from occurring within the organization or group, even if past behaviors have included hazing, shall not be charged with a past violation of this regulation.

4. Any organization or group that self-reports a hazing behavior to an appropriate University Official or the University Police shall be given the opportunity to stop and change those behaviors without immediate threat of being charged with a violation of this regulation. An organization or group that self-reports shall be expected to identify those individuals responsible for the hazing behaviors to the appropriate University Official. If evidence is presented in subsequent semesters that hazing behaviors have continued or were not stopped within the organization, that organization may be held responsible for past behaviors.

5. Students reporting hazing in the above circumstances shall be charged under this University Regulation. However, depending on the circumstances, to the extent the conduct violates state law; the provisions of Florida Statute 1006.63 may apply.

**(10) Reporting:**

1. Complaints or reports of activities believed to be hazing should be reported to the appropriate University Official or the University Police.

- a. Any faculty, staff, student, or volunteer member of the University community, with knowledge or suspicion of hazing has a duty to report the activity to appropriate University Officials or the University Police.

b. Other members of the University community with knowledge or suspicion of hazing are strongly encouraged to report the activity to appropriate University Officials or the University Police.

2. Any questions concerning the interpretation or application of this regulation should be referred to the appropriate University Official (refer to "Definitions Number 4").

3. Victims of hazing should be referred to the appropriate Office to render services for victim advocacy.

**(11) Investigation and Response:**

1. The USF System will respond to and investigate reports of alleged hazing received from any source and will determine whether to proceed with disciplinary action, to forward a report to the appropriate law enforcement officials for prosecution as a criminal matter, or both.

2. All reports of hazing will be directed for investigation to the appropriate department depending on the nature of the report.

3. Pending a hearing or other disposition of the allegations, the responsible department may make a reference to OSRR for investigations and sanctions which may include a provisional suspension against a student, student organization, or group. In addition, the administrative office responsible for oversight of the student organization may impose additional sanctions as appropriate. Failure to comply with a provisional suspension may result in additional conduct action.

**(12) Corrective Action and Penalties:**

1. Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable University Regulations, Policies, or Operating Procedures. Visitors refusing to comply may be reported to the University Police.

2. Responsibility for any violations of this regulation may be attributed to the perpetrators, the organization or group, its members, or its officers.

3. Any organization, group, or individual may be found responsible for any violations of this regulation upon satisfactory proof that the organization, group, or individual engaged in, did not discourage, or did not take reasonable steps to prevent hazing from occurring.

**4. Individual Cases:**

a. In most cases, an individual will be referred to the institutional conduct officer and will be subject to the terms and conditions of the Student Code of Conduct.

b. If found responsible for a violation of the Student Code of Conduct, disciplinary sanctions that are appropriate for the violation will be assigned.

ii. For individual Students, possible sanctions resulting from the University conduct process range from written warning to expulsion from the University.

iii. For faculty and staff, possible sanctions range from an oral warning to termination of employment.

**5. Organization or Group Cases:**

a. Organization or groups will be referred to the appropriate department where the organization is registered. The department will investigate and impose sanctions if it is determined the conduct violated the terms and conditions applicable to their registration and/or the provisions of the Student Code of Conduct and/or any other applicable governing rules, policies, and regulations set forth from the respective USF System Institution.

b. An organization or group may be referred to an Institutional Conduct Officer directly for joint or independent review, investigations, and disposition.

c. If found responsible for a violation of this regulation, disciplinary sanctions that are appropriate for the violation will be assigned.

i. For groups and organizations, possible sanctions resulting from the University conduct process range from probation to expulsion. This range can include, but is not limited to: Educational interventions, Restriction from University property, Loss of specific privileges, Revocation of Student Organization status for a period of time.

**6. Legal Processes:**

a. Individuals believed to have engaged in hazing but who are not students, faculty, staff, may be referred to appropriate authorities to investigate their involvement in particular incidents.

b. If criminal charges are filed against an individual, organization, or group, the USF System reserves the right to proceed with its investigations and adjudication process according to the Student Code of Conduct or other prescribed process as the USF System handles the educational aspect of the alleged violations separately from any criminal or legal procedures.

**(13) Additional Requirements for Registered Student Organizations:**

1. All elected or appointed student organizations' presidents or designees shall be required to educate their respective member organization members on an annual basis regarding applicable University Regulations concerning Hazing. The method of this required training will be subject to the terms and conditions applied by each respective USF System Institution.
2. All registered student organizations must include in their governing documents an Anti-hazing statement in addition to a written copy of the Florida State Statute #1006.63 and inclusion of USF Anti-Hazing policy: Prohibition and Prevention of Hazing.

Authority: Article IX, Sec. 7, Fla. Constitution, FL Board of Governors Regulation 1.001, Section 1006.63, F.S. History: New 6-25-09.



UNIVERSITY OF  
SOUTH FLORIDA  
S Y S T E M

## MISSING STUDENT POLICY 30-025

Date of Origin: 12-22-09 | Date Last Amended: 09-28-10 | Date Last Reviewed: 09-28-10

### I. INTRODUCTION (Purpose and Intent)

To establish policy and procedures for the University of South Florida System (USF System) regarding the reporting, investigation and required emergency notification when a student is deemed to be missing. While the scope of policy and procedures is directed primarily to the staffs of the Division of Student Affairs and the USF System Police Departments, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated USF System officials when they believe that a student is missing.

### II. STATEMENT OF POLICY

If any member of the USF System community has reason to believe that a student is missing, they must be directed to file a report with the USF Police Department or the Department vested with law enforcement authority at the institution or campus in question (herein "designated Police Department"). In collaboration with the Dean for Students office and/or the Department of Housing and Residential Education (if the missing student is a resident student) or the office designated with student affairs oversight, all efforts will be made immediately to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the student's residence hall room, class schedule, friends, and ID card access; locating the resident's vehicle; reviewing e-mail contacts; calling a cell phone number and contacting the Dean of the Graduate or Undergraduate Schools and the Dean of the College, if applicable.

### III. DEFINITIONS

- A. Student – For purposes of this policy, any student who is currently enrolled.
- B. Resident Student – For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled.
- C. Missing – For purposes of this policy, a student is presumed missing if he or she is overdue in reaching home, campus, or another specific location past his/her expected arrival for more than 24 hours, or additional factors lead USF System staff to believe he or she is missing.
- D. On-Campus Housing – For the purposes of this Policy, any student housing facility that is owned or controlled by the USF System, or is located on property that is owned or controlled by the USF System, and is within the reasonably contiguous geographic area that makes up USF System campuses, is considered an on-campus student housing facility.

### IV. NOTIFICATION AND INVESTIGATION PROCEDURES

Any USF System employee or student who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the designated Police Department, Dean for Students Office, and/or the Office of Housing and Residential Education if the missing student is a resident student.

When the student is an on-campus resident, the designated Police Department will open an official investigation and retain status as the primary investigative unit.

When the student is an off-campus student, appropriate family members and/or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The designated Police Department will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

If the student is not located, notification to the student's emergency contact (parent or guardian) –indicated in the Banner system and/or Housing Emergency Contact Information–will be made within 24 hours of the designated Police Department's receipt of the initial report. In addition, if the student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian.

### V. STUDENT EMERGENCY CONTACT INFORMATION:

Students may update their emergency contact information through the University's Student Information System (OASIS) at any time. The OASIS Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information. Emergency contact information registered with the University is confidential and will not be released–except in the event of an emergency to individuals that are legally authorized to obtain it.

Authorized and signed by: Dr. Jennifer Meningall, Vice President of Student Affairs & Dr. Judy Genshaft, President



UNIVERSITY OF  
SOUTH FLORIDA  
S Y S T E M

## USF HOUSING & RESIDENTIAL EDUCATION

(813) 974-0001 | [help@housing.usf.edu](mailto:help@housing.usf.edu) | <http://www.housing.usf.edu/>

### WELCOME TO USF's RESIDENTIAL COMMUNITY

(813) 974-0001 / [help@housing.usf.edu](mailto:help@housing.usf.edu)  
<http://www.housing.usf.edu/>

As a resident living on campus at the University of South Florida, you have joined a unique community. Living on-campus will contribute to your learning and academic success, provide endless opportunities for involvement, create life-long friendships, and offer conveniences only experienced when living on campus! As a part of this community, you will have the responsibility for developing and living by community standards and expectations. The experiences you encounter living with others will help to develop the skills you will need to succeed in other organizations, neighborhoods, and communities throughout life. Get ready for an exciting time of friendships, learning, and growth. We encourage you to interact with your neighbors and get involved as much as possible. Thank you for choosing to live on-campus at USF. Go Bulls!

#### Mission

The Department of Housing & Residential Education provides a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship.

#### Commitment to Diversity

The Department of Housing & Residential Education works in the promotion of a healthy living and learning environment within an inclusive community and does not discriminate on the basis of a person's race, color, gender, religion, creed, national origin, disability, marital status, disabled veteran status or sexual orientation. Housing & Residential Education strives to create a supportive and constructive environment in which everyone feels free and comfortable to contribute to the community. This can only be accomplished when multicultural understanding exists. To experience growth, we must allow ourselves to incorporate new perspectives into our framework, despite the discomfort this may initially cause. With this in mind, Housing & Residential Education will provide opportunities for you to share your experiences, values and beliefs, and to hear the same of others. In turn, we ask that you work with us to create a safe, supportive environment that will allow assumptions, biases, and prejudices to be identified and challenged.

#### Commitment to Community

We operate on a "community model." This means that you as a resident play a vital role in creating an environment that will help you grow academically, socially, and interpersonally. This handbook/planner is provided to help you become familiar with many aspects and services of the residential community. As a member of your community, you have both rights and responsibilities. We believe that if you, as well as our staff members, ensure your rights are upheld and fulfill your responsibilities, the community that we strive to create as stated in our mission statement and in our commitment to diversity, will result.

### SECTION 1: RIGHTS

You and your neighbors are afforded a variety of rights. In order to ensure that the rights of all are sustained, the following expectations have been established for residents living within our communities:

Access your room and the facilities provided for residents.

#### Tips:

- Each student will be issued a key to their suite/apartment/room door(s). Lock your door when you leave to ensure that you and your roommate/apartment/suitemates (and your belongings) are safe.
- Each student is granted access to the hall that they live in. Please do not allow others to "tailgate" and follow you into the community. It may seem polite to hold open a door, but remember you are keeping you and your community member's safe by not letting unescorted guests into your community.
- Keep hallways and paths of egress free of items and debris. These spaces are your exit in an emergency.

- Lock your bike to bike racks provided outside each residence hall.
- If you see something, say something. We all need to take responsibility for keeping USF safe.

Study and sleep without undue interference or unreasonable noise.

Tips:

- Always observe quiet hours and courtesy hours.
- Be aware of your surroundings. Remember that stairwells and bathrooms can be echo chambers. Please keep your voice down when talking and on the phone to be respectful for those living close by.
- Adjust the volume on your alarm clock, so that it wakes only you—not the entire room/apartment/suite. When leaving for the weekend, make sure you turn your alarm off.

Live in a safe and welcoming community.

Tips:

- Lock your door whenever you are away from, or are asleep in your room.
- Immediately report all suspicious persons or activities to a Housing & Residential Education staff member or the University Police.
- Never give strangers access to the building by letting them in or propping doors or escorting them into a building.
- Use the buddy system or call the SAFE Team (campus escort) at 813-974-SAFE
- Inform your roommate or Resident Assistant of your whereabouts and expected time of return if you are going to be away for an extended period of time.
- Do not attempt to silence smoke detectors. If the alarm is sounding and there is no danger to a person's life and safety, contact a staff member to respond. If you have reason to believe that no one is aware of the alarm, call your RA on duty (during evening hours) or the 24-Hour Desk for your Area (Holly M at 813-974-7000 or Juniper-Poplar at 813-974-0800) to report it.
- Do not disarm end door alarms; report those who do to your RA.
- Follow all fire and safety policies and protocol.

Expect that others will respect you and your personal belongings.

Tips:

- Communicate with your roommate/suitemate/apartment-mate what can and cannot be shared.
- Do not leave valuables (including keys, wallet, credit/debit/ATM cards or USF ID) in plain sight.
- Make certain your belongings are covered against fire, theft, etc. by an insurance policy. Know the terms and conditions of your specific policy before you may have to file a claim.
- Record serial numbers of all valuables (stereo, computer, Ipad, TV, bicycle, etc.)
- Use the University Police Department's engraving service to put your driver's license number on all valuables.
- Lock your doors when you are not at home.
- Do not leave laundry unattended in washers or dryers. Report any vandalism or machine malfunction to your Area Desk or to the 1-800 number posted in the laundry room.

Involve yourself in the decision-making and self-governance of your community.

Tip:

- Work with your RA, Hall Council, and the Residence Hall Association. Give them your ideas on how to improve the community. Volunteer your time to turn your ideas into realities.

Live in an environment kept clean by those who live in it.

Tips:

- Only wash dishes in sinks designated for dish washing. Remembering not to leave food particles in the sink or attempt to rinse large pieces of food down the drain.
- Clean your room, vacuum the floor, and empty your trashcans on a regular basis. Doing so will help keep pests out of your room. Remember to clean up any trash that you might have left in the kitchens, bathrooms, or study areas.
- You are responsible for taking your room trash to the dumpsters or to trash chutes located in your complex. Do not leave your trash in the hallway or on the floor. If the trash cans are already full, wait until they have been emptied by the housekeeping staff instead of dumping trash on top of an overflowing can.

Communicate problems when they occur and work towards a solution benefiting all involved.

Tips:

- Start talking with your roommate/suitemate/apartment-mate(s) from the time you move in about guidelines and expectations for communicating and living with each other.



- Get to know your neighbors. Knowing them on a friendly basis now will help you discuss a problem later.
- Get to know the Resident Assistants, RLC, and ARLC. They are there to help you.

## SECTION 2: RESPONSIBILITY FOR THE RULES

Living in a residence hall represents a unique opportunity to experience community living. In a community, residents are afforded rights, and at the same time, have responsibilities to uphold the rules of that community. Some of the rules that are important in creating and maintaining a healthy community atmosphere are listed below. Please be aware that in addition to the rules stated, you are responsible for knowing, and will be held accountable to, the USF Student Code of Conduct, Federal and State Law, and Housing & Residential Education policies and procedures.

You are expected to be aware of and adhere to these rules for your own well-being as well as that of the residential community. The rules and regulations of the University and the residence halls are clearly explained in this publication. You are responsible for knowing these rules and for adhering to them at all times. Violating these rules may result in a violation of the Student Code of Conduct (SCC).

For more information on the conduct process including rationale, possible sanctions or consequences and the appeals process, please refer to the Student Rights and Responsibilities website: [www.sa.usf.edu/SRR](http://www.sa.usf.edu/SRR). It is important that you thoroughly read this section of the student handbook as well.

### Activities within Your Room – Reference SCC 4.23

Along with your roommate, you are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you may be held responsible if you are present during such a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room without your knowledge. It is your responsibility to put an end to any violation that occurs in your room, and to call Housing staff and/or University Police if you need assistance.

### Alcohol – Reference SCC 4.17

The possession and consumption of alcohol is a privilege provided to those of legal age living within the residence halls with certain restrictions. These restrictions are designed to ensure the safety and well being of all students. Any behavior deemed disruptive that interferes with the rights of students living in housing due to alcohol consumption will lead to disciplinary action.

- Consumption of alcoholic beverages and/or possession of open alcoholic containers are strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by Housing & Residential Education.
- Residents 21 and older may possess and consume alcohol only within the strict confines of their room or apartment. Residents who are 21 or older may possess and/or consume alcohol in the presence of their underage roommate. No drinking and/or open containers are allowed by anyone when underage guests are present in the student room/apartment. Guests of legal age cannot consume alcohol when the resident host of the room/apartment is under 21.
- Students may not possess excessive amounts of alcohol. The definition of “excessive” will be at the discretion of the Housing & Residential Education staff. Kegs, party balls, trashcans, or large vessels that contain alcoholic beverages are strictly prohibited within residence halls and surrounding areas.
- Private gatherings held in student rooms/apartments must be confined to that specific room or apartment. The Housing & Residential Education staff reserves the right to determine if the occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations. Doors must be kept closed. Private gatherings must adhere to visitation and quiet hour restrictions.

### Appliances/Cooking – Reference SCC 4.21 and 4.13

Use of electrical appliances is permitted in rooms and apartments only under certain guidelines. Due to concern for fire and safety standards, only microwaves which use less than 1,000 watts, automatic coffee makers, and refrigerators which do not exceed 4.5 cubic feet may be used in student rooms and suites.

The following appliances are not allowed to be used in individual bed rooms or suites: appliances with open coils, such as toasters, the George Forman grill, hot plates, roasters, popcorn poppers, and any type of heater. The above

appliances are allowed in apartments that contain a kitchen area. For more information as to specific appliances allowed within your room, please see your RA.

You must provide a power-strip with a built-in circuit breaker if you plan to operate any of the above appliances. The University encourages the use of multi-socket power strips with a breaker switch. The use of extension cords of any type are not permitted within the halls.

Cooking is strictly prohibited in bedrooms or suites, but may be done in designated cooking areas in each building and within apartments that contain a kitchen area. In order to prevent fires, food must always be attended to while cooking. Residents who consistently violate this policy will face disciplinary action and possible expulsion from on-campus housing.

Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds.

To insure that the above guidelines are being followed, you and Housing & Residential Education staff will facilitate Fire, Health, and Safety Inspections each semester with at least 24 hours notice to residents. Any violations found during these inspections must be corrected within the specified time period. Failure to correct fire, health, and safety violations may result in disciplinary actions.

Doors – Reference SCC 4.02, 4.13 and 4.21

Exterior doors are never to be propped or disabled for any reason. Residents who prop doors not only endanger their own lives, but they endanger the lives of their fellow residents as well. Any resident found propping doors or allowing strangers into the building may face disciplinary action. Disabling or propping open building exterior doors carries the same consequences as tampering with other fire and life safety equipment and may result in immediate disciplinary action which could include probation, suspension or termination of the housing contract.

In the interest of security and a quiet residence hall environment, end doors should not be used, except in the event of an emergency or as directed by a staff member. End door alarms will be armed from 8pm to 8am. End Doors are not to be used during these times. Tampering with end doors, including door propping and alarm disabling or destruction, may result in immediate disciplinary action which could include probation, suspension or termination of the housing contract.

Elevators – Reference SCC 4.02, 4.09, 4.10, 4.13, and 4.21

In order to keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: Intentional damage/and or vandalism, misuse, or tampering with elevators; smoking in elevators; overloading; use of emergency alarms and emergency stops in non-emergency situations.

Fire and Safety – Reference SCC 4.04, 4.09, 4.10, 4.13, 4.20, and 4.21

All residents are required to follow these fire and safety regulations. Our Fire and Safety regulations follow mandates set by the USF Office of Environmental Health and Safety. Fire drills are required at the beginning of each semester to insure that residents know what to do in the event of a fire and how to properly evacuate the building.

Obstructing Common Areas:

- In the interest of fire code compliance, safety, and consideration for students with disabilities, hallways, lobbies, stairwells, and all other common areas of traffic must be kept free of obstructions at all times.

Evacuation Procedures:

- Residents and visitors are required to evacuate the building when a fire alarm is sounded. Failure to comply with staff, failing to evacuate the building, or placing self and staff in danger are subject to disciplinary action.
- All fires, even those already extinguished, must be reported to University Police and your RA immediately.

In the event of a fire alarm:

- Leave the building at once using the nearest stairway exit. Make sure to dress appropriately (shoes, coat, etc).
- Never use the elevator during a fire alarm.
- Move at least 150 feet away from all structures.
- Do not attempt to gain access to the building until given the all-clear signal by the Housing & Residential Education Staff or University Police.

In the event of a fire:

- Pull a fire alarm.

- Call 911 and provide your exact location. Communicate specific information and details.
- In the event of a fire outside your room, feel the door to see if it is hot. If it is hot, do not open it!
- Seal the bottom of your door with cloth material to keep smoke out.
- Retreat, closing all possible doors between you and the fire.
- If the door is not hot, open it cautiously.
- Close your room and/or apartment doors behind you if possible.
- If there is smoke present-stay low.
- Walk or crawl to the closest exit.
- Leave the building via the stairwell.
- Do not use the elevator.
- Remain calm at all times.

#### Equipment:

In the interest of safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third degree felony (Florida Statue 806.10). Any residents found jeopardizing the safety and security of themselves and fellow residents will be subject to severe disciplinary action including criminal prosecution, on-campus housing suspension, disciplinary measures, and/or possible fines.

Therefore, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, sprinkler heads, and other emergency equipment.
- Tampering or pulling a fire alarm under false pretenses.
- Rendering a smoke detector inoperative
- Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- Disabling or propping open the exterior door to any building

#### Preventions:

The following are prohibited because of their serious potential as fire hazards:

- Open flames such as candles, incense, smoking, and the burning of any materials, or other flame-emitted items.
- Use or possession of fireworks or firecrackers.
- Extension cords (only power strips with built in circuit breakers are allowed in the halls).
- Live holiday trees and other materials of flammable nature.
- Portable heaters.
- Lava lamps, halogen lamps and all lamps with paper shades. Never cover any light with any material that prevents the free flow of air around the bulb.

#### Interactions with Housing and University Staff – Reference SCC 4.05, 4.09, and 4.20

Housing Staff members, who in the course of their duties are confronted with violations of University policy, are obligated to report them. Housing and University Staff members, including Student Staff and Facilities Staff, are not expected to tolerate abuse in the performance of their duties; therefore, the harassment of any Staff may result in disciplinary action.

#### Keys – Reference SCC 4.02, 4.13, and 4.21

In the interest of safety and security, residents are prohibited from giving their room key and/or access cards to anyone else to use. Keys are not to be duplicated under any circumstances. It is the responsibility of residents to report and pay for the replacement of any lost or stolen keys.

#### Maintenance & Damages – Reference SCC 4.02 and 4.21

You and the Housing & Residential Education Facilities Maintenance staff share responsibility to maintain your room and the buildings. Your responsibilities include:

- Maintaining the condition of your room and its contents,
- Timely reporting of damages or problems,
- Arrangement of furniture and belongings to facilitate easy access by maintenance staff,
- Immediate correction of unsafe or potentially hazardous conditions in your room (such as overloaded power outlets) as requested by staff.
- Restitution for damages to the physical area of your room (including the window and the outside of the door).

#### Motorized Vehicle and Traffic Rules and Regulations – Reference SCC 4.21

The operation of a motorized vehicle (car, motorcycle, mopeds, etc) adjacent to the physical area of the residence halls and apartments is strictly prohibited. Motorcycles, mopeds, other motorized vehicles or parts to a motorized vehicle may not be stored in the buildings at any time-including the period between semesters, Thanksgiving break and spring break.

#### Pets – Reference SCC 4.21

Fish in aquariums limited to 10 gallons are the only pets allowed in on-campus housing. All other pets are prohibited. "Visiting" pets with the exception of fish are prohibited at all times within any residence halls.

#### Posting/Offensive Materials – Reference SCC 4.05 and 4.21

Any materials posted in common areas including outside of room/apartment doors, windows, hallways, lounges, kitchens, etc. are subject to approval by Housing & Residential Education staff. Residents who are offended by materials posted in common areas or their rooms should contact their Resident Assistant immediately. Materials posted in rooms such as posters, pictures, etc. must be agreed upon by all roommate(s).

Materials advertising campus or community activities, events, student groups, or meetings, must received approval from an Assistant Director, located in the Residential Life and Education Office in Argos 235 before posting and must include the Americans with Disabilities Act (ADA) accessibility statement.

#### Quiet Hours – Reference SCC 4.09 and 4.21

Residents must respect quiet hours, which are: Sunday-Thursday from 10:00pm until 10:00am; and Friday-Saturday from 12:00am to 12:00pm. During these hours, residents are expected to refrain from excessive noise and other disruptive activities. Non-designated quiet times are to be considered "courtesy hours." Courtesy hours are in effect 24 hours a day. During these times, residents are expected to maintain reasonable volume levels including conversations in stairwells, slamming doors, and stereo volume. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. During Finals Week, 24-hour quiet hours are enforced through the end of the finals period.

#### Residence Hall Network – Reference SCC 4.03 and 4.21

The primary purpose of this network is to support students' educational goals. In support of these goals, the following activities are prohibited. Participating in these activities may result in revocation of Network service and possible disciplinary action and/or criminal charges:

- Setting up a router and building a private subnet;
- Setting up ANY type of information server such as a web, gopher, email, game, etc.;
- Propagating e-mail chain letters; forging mail; allowing unauthorized persons access to the Network; the use of the Network for personal financial gain;
- Copying University-owned or licensed information to another computer without prior written approval;
- Modifying or attempting to modify University-owned or licensed information including software and data;
- Attempting to damage or disrupt networking services;
- The use of the Network, the University's campus-wide network, or related resources in the commission of crime;
- The use of traffic intensive applications that may cause problems within the network or dilute the level of service to other users
- No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer-related device or materials that may cause excessive network traffic is forbidden.

A complete listing of Housing Residence Hall Network services, specifications, policies, and procedures is available at the Area Desk.

#### Responsibility for Your Guests – Reference SCC 4.21 and 4.23

You are responsible for the conduct of your guests, regardless of who they are, when they are present in housing. If you intend to have visitors or guests in the hall, be aware that you may be subject to disciplinary action because of their behavior. Additionally, residence hall staff members reserve the right to ask any non-resident to leave the residence halls.

#### Room Damages – Reference SCC 4.02

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident's room or in areas adjacent to it (i.e., windows, doors, and suite study areas). Charges may also be incurred for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one's keys to Holly M or the area desk at check-out.

#### Roommate Agreement – Reference SCC 4.21

One method an RA may use to prevent and resolve roommate conflicts is a Roommate Agreement. The Roommate Agreement, once agreed upon and signed by all roommates and a Housing & Residential Education staff member, is considered a binding agreement. Any violations of the Roommate Agreement may result in disciplinary action.

#### Smoking – Reference SCC 4.21

Smoking is not permitted on the USF Tampa campus except in those areas marked as designated smoking areas. This policy covers all buildings, property, parking lots, and grounds on the USF Tampa campus. To locate a designated smoking area, please visit <http://usfweb2.usf.edu/Adminsvc/smoking/docs/areamap.pdf>

#### Solicitation – Reference SCC 4.02 and 4.21

Solicitation, by organizations or individuals, for commercial or personal gain, is not permitted. If a person is found to be soliciting in the residence halls please report the person's name and company to a Housing & Residential Education staff member immediately.

#### Sports within the Buildings – Reference SCC 4.09, 4.13, and 4. 21

In the interest of personal safety and out of respect for the hall environment, sports of any nature are not permitted in the hallways, bathrooms, lobbies, elevators or other common areas of the building. This includes throwing any objects from or at a residence hall building. Examples of prohibited items include footballs, Frisbees, squirt guns and water pistols, Nerf guns, and sling-shots.

#### Subletting – Reference SCC 4.02 and 4. 21

A room may be occupied only by the student to whom it is assigned. This contract may not be re-assigned, and residence hall space may not be sublet to another person (Reference: Student Housing Contract).

#### Vandalism – Reference SCC 4.02

It is not acceptable to deface, damage, or destroy property, including but not limited to: personal property, bulletin boards, lounge areas, bathroom facilities, and other common areas.

#### Visitation – Reference SCC 4.21

Visitation is considered a privilege. A resident's right to comfortably study, sleep, and have privacy in their room or apartment at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. The safety and security of a comfortable environment could be compromised if unwanted guests are present, or if guests refuse to leave because they are visiting within posted visitation hours. Guests must be escorted by a resident at all times. Visitation is defined as periodic visits of guests and does not encompass cohabitation in a room, suite or apartment as each space in university housing may be occupied only by the student to whom it is contracted. Residents are not permitted to loan keys or access cards to guests at any time. Only visitors of the same sex are permitted to spend the night and must have the explicit consent of the roommate. However, even with consent, no visitor may stay more than 3 nights in a 30-day period.

All residents will have the opportunity to vote for one of three guest visitation policy choices at the beginning of the Fall Semester.

- 1) No guest visitation.
- 2) Guest visitation between 10:00am and 2:00am, Monday through Thursday with weekend guest visitation beginning at 10:00am Friday and continuing until 2:00am Monday.
- 3) 24 hours a day/seven days a week guest visitation. Visitation within student rooms must be determined by mutual agreement among roommates.

#### Weapons – Reference SCC 4.04 and 4.13

No weapons of any kind are permitted in any residential facility. Residents who bring anything deemed to be a weapon into the residence halls are subject to disciplinary action, including suspension of their housing contract.

#### Windows / Screens – Reference SCC 4.21

For your safety and security, the opening of windows is not permitted in the Andros Complex. Open windows also have a detrimental effect on the air conditioning for the building. Each window has been sealed to prevent water intrusion. In other buildings windows can be opened by residents; however, residents should keep personal security in mind. Windows may only be used as a means to enter and exit a building in an emergency. Window screens are never to be removed from the window.

### SECTION 3: LANDLORD AND ADMINISTRATIVE PROCESSES AND PROCEDURES

#### Abandoned Property

Belongings left in one's room/suite/apartment, or within common areas of the residence halls, after the contract period ends or the contract is cancelled are classified as abandoned property. Residents have 30 days to claim their property. After 30 days, the University reserves the right to dispose of all abandoned property.

#### Communications from the University

You are responsible for checking your resident mailbox and your USF e-mail account frequently. These are the methods by which the University and Housing & Residential Education will contact you for official business. Failure to check these university-issued communication sites does not exempt you from any information delivered to them. Furthermore, Floor and Hall meetings are held at the beginning of each semester and periodically as needed. Floor and Hall meetings are for your benefit, and as a member of the community. You are responsible for any and all information discussed at these meetings. If you are unable to attend a meeting, you should contact your RA for a summary of anything that you missed.

#### Contract Cancellation

Please refer to the Terms and Conditions of your housing contract for information regarding cancellation fees and deadlines. There are specific dates by which you can cancel and corresponding fees depending on the date you cancel your contract. Students wishing to cancel their contract should see the Assignments Office staff located in Argos Center. Once your cancellation paperwork has been processed, you must vacate your room, check out and sign off on your Room Condition Report (RCR) with your RA, and return your keys and a copy of your RCR to your area desk (either Holly M or Juniper-Poplar) by midnight on your effective date of cancellation. Failure to do so will result in a charge for improper check out.

#### Furniture

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture from student rooms and/or public areas is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damages, repair and replacement costs at checkout. All furniture belonging to residents must be removed from campus prior to checkout time. Furniture left will be subject to removal at the owner's expense.

#### Room Access

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally, circumstances present themselves which necessitate authorized University personnel to enter student rooms for the purpose of repair and maintenance, assessment of damages, inventory of University property, determination of compliance with University policies, and emergencies where imminent danger to life, safety, health is reasonably suspected. When possible, advance notice will be given to residents. Submitting a work request authorizes maintenance personnel to enter your room.

#### Room and Roommate Changes

Housing & Residential Education assigns rooms and roommates. Unfortunately, it is not always possible to give everyone his or her first choice. The staff reserves the right to make assignments and changes as necessary.

- No roommate changes will be made during the first two weeks of each semester. The transition to community living is not always easy. Living with new people can be very exciting, and it can also be challenging.
- Students are encouraged to first talk with their RA before asking for a room change. In many cases, roommate problems can be resolved through discussion and compromise with the aid of a Roommate Contract. In cases where no such resolution seems possible, the students should consult with their RA for assistance. The RA, Residence Life Coordinator or Assistant Residence Life Coordinator will mediate and attempt to resolve the situation. If the situation cannot be resolved at this level, the Residence Life Coordinator or Assistant Residence Life Coordinator can approve a room change.
- Room change authorizations will be facilitated via the Housing website.
- All room changes will result in a change of address. Moving residents are responsible for knowing and checking their new mailbox upon completion of their move.

#### Room Personalization

We encourage you to use your creativity and ingenuity to make your room as comfortable as possible. We ask that you follow the simple guidelines provided here to keep maintenance problems to a minimum and/or to save you money at checkout time by avoiding unnecessary charges resulting from damages to the room.

- No physical alterations are to be made to any part of the building. Residents may not remove or relocate the fixtures, switches, outlets, closet or cabinet doors, fixed dressers, beds, desks, or any other fixed items in the room, suite or building. Nails may not be driven into the walls. Contact paper is not to be used. Remember, assessments will be made for the full amount to replace any furniture or room accessories that are damaged or missing at time of check-out
- Room Painting Program: If you believe that your room needs to be painted, you should submit a work request. Facilities

staff will evaluate each request and paint where necessary.

- Waterbeds: Due to the chance of water damage and because of their excess weight, waterbeds are not permitted.
- Raised Beds/Loft Kits: Materials to raise your bed may be available in Kosove, Beta, Castor, and Greek Village. See your Residence Life Coordinator or Assistant RLC for more information. We have a limited quantity; not every resident will be able to raise their bed.
- "Junior Loft" type beds found in Juniper and Poplar halls may have the height adjusted. Residents wishing to change the height must submit a work request for maintenance to adjust the height.

#### Room Use & Maintenance

Assigned on-campus housing spaces are to be kept clean and orderly by the student at all times and are to be used for residence only. Charges will be made for damages to, unauthorized use of or alterations to any assigned space, equipment or buildings, and/or for special cleaning necessitated by student negligence. Residents are jointly and severally responsible for the care of any public areas or equipment (Reference: Student Housing Contract).

#### Vacating the Residence Halls

All residents must vacate the residence halls within 24 hours of their last final exam with the exception of graduating seniors. Graduating Seniors must receive permission from their Residence Life Coordinator or Assistant RLC to extend their residence until after commencement. Residents may leave items in rooms during breaks between academic semesters, but may not occupy their rooms during the break time unless their specific residence hall is designated as "open". Residents who are not registered for classes will be required to vacate the halls.

### SECTION 4: CONDUCT PROCESS

Please visit the Student Rights and Responsibilities website for information: <http://www.sa.usf.edu/SRR/>

### SECTION 5: SERVICES

By being aware of the services provided as well as procedures for utilizing your services, living on campus can be convenient and fun. Please be aware of the following procedures and services and utilize them to your advantage.

#### Air Conditioning and Heating

##### Juniper-Poplar Hall

Each JPH bedroom has its own LED digital, low voltage thermostat with directional arrows to set heat/cool temperatures. The thermostat has two system buttons on the front, "FAN" with On or Auto functions. It should be kept in the AUTO position. The "SYSTEM" button with Cool- off- Heat should be set at whatever the resident desires. Ideal temperature settings, heating or cooling, are 72-75 degrees.

##### Maple, Castor and Beta Halls

Each room has its own thermostat and fan control. For best results, set the control on "Medium" or "High" and do not turn the fan off. For the most comfortable temperature and best humidity control, set your thermostat at 72-75 degrees. To keep your heating and air-conditioning unit functioning properly, do not block access to the air-handling unit. The panel at the bottom of your unit must be kept clear to allow air to circulate through the system and to allow access to the unit. The maintenance staff will visit your room every 6 to 8 weeks to change your air conditioning unit filter. TIP: Vacuum your room and the air-conditioning supply and return vents regularly. This will assist in giving you good airflow as well as creating a healthier, more pleasant living environment.

##### Andros Area

Each suite of four rooms shares one air-conditioner. The fan control is located in one of the study areas (except in Kappa, Iota, Lambda and Theta which have no fan control). Keep the fan on "High" or "Medium." Do not turn the fan off. The thermostat is located in one of the four rooms in the suite. For optimal comfort and humidity control, set the thermostat on 72-75 degrees. The Maintenance Staff will change the air conditioning filter every 6 to 8 weeks.

##### Cypress Apartments and Suites, Holly, Kosove, and Magnolia Apartments

Each apartment/suite has its own air-conditioning unit. For best performance, keep the window and door closed, and control the temperature with the thermostat dial. The Maintenance Staff will change the filter every 6 to 8 weeks.

### Greek Village

Each floor has its own air conditioner. Thermostats are located in the hallways and living rooms.

### Bicycle Security

Bicycle racks are provided in each housing complex for bicycle security. Please see that your bike is securely fastened to the rack to avoid theft. To avoid electrical hazards and to maintain a clear path for the grounds maintenance crew, bicycles should never be locked to light or electrical posts or stairway railings. The University Police provide engraving services to make identification easy should your bicycle be stolen. Bicycle registration is available to students at NO CHARGE from USF Parking Services and University Police.

### Bulletin Boards

Your RA will keep you informed by posting information on hall bulletin boards. Centrally located boards are also kept up to date. To place information on a bulletin board, you must obtain permission from your Residence Life Coordinator.

### Cable TV

All rooms are wired to receive all channels on the Housing & Residential Education cable TV system. ResTV is a campus information channel. Cable TV Channels are listed in the Resource Section of the Housing and Residential Education website, under Resident Services.

### Computer Connections

Ethernet connections for access to the Internet and University computing services are provided at no additional charge in all rooms. Using the Ethernet connections requires specialized hardware and software for your computer. If you need assistance with your Ethernet connection, one of our computer technicians will be happy to help you.

### Dangerous Weather

From time to time, hazardous weather conditions develop in the Tampa Bay area. Should a weather emergency occur, the appropriate procedures will be posted on the lobby bulletin board and communicated to you by staff.

### Facilities Management

An assigned Housekeeper or Maintenance Technician will respond to repair-related problems in your room or suite only upon written request. Report any necessary repairs on a Work Request, which can be found at <http://www.housing.usf.edu/housingapps/schooldude>. The Maintenance Office can be reached by calling 813-974-3446. For emergency requests after hours, please call the RA on-duty for your community.

### Hall Security and Access Cards

The exterior doors of each building are secured 24 hours a day. Card access is applied to each resident's student ID at check-in so they may access their hall. It is the responsible use of access cards that makes any security system effective.

### Laundry

Each community has centrally located laundry facilities. Washers cost \$1.00 per load and dryers cost \$1.00 for 45 minutes of drying time. Report any problems you encounter with the machines to Area Desk staff.

### Lost or Stolen Keys

In the interest of your personal safety, it is the policy of Housing & Residential Education to re-core student rooms at the student's expense if the room key is determined lost. If you lose your room key report it to your Area 24-Hour Desk (Holly M or Juniper-Poplar) immediately. A temporary key will be issued, and students are given until 9am the following day to return the temporary key before a charge and re-coring is initiated. Re-coring charges are not due up-front; they will be posted to your OASIS account. If your key cannot be found in the time allotted, you may contact your Residence Life Coordinator or Assistant Residence Life Coordinator to request that the temporary key period be extended. These policies also apply to temporary access cards that are issued for the outside doors. If you are issued a temporary access card, it must be returned to Holly M/Juniper-Poplar within 72 hours. If you believe your keys have been stolen, contact the University Police at 813-974-2628 to fill out a police report. You are responsible for the cost of re-coring your room even if your keys have been stolen.

### Mail

Every resident on campus has an assigned mailbox. Mailbox numbers and corresponding combinations will be distributed upon arrival or can be retrieved at your area mail room by showing USF ID. Incoming mail is first delivered to the Physical Plant on campus, and then distributed to the six mailrooms for each area Monday-Friday. Packages are



delivered by the appropriate service provider Monday-Saturday, directly to area mailrooms. Mailboxes are sometimes shared by two students and are assigned based on room assignment. If a student changes their room assignment, their mailbox/address changes and they will need to change their address/re-direct incoming mail. Please check your mail on a regular basis.

#### Recreation

The housing areas have a centrally located pool, picnic area, and sand volleyball court for the enjoyment of residents and guests. Andros and Argos have basketball and volleyball courts for recreational use. Courts and outside picnic areas must be reserved for exclusive programs through the appropriate Residence Life Coordinator. The Andros Pool may be reserved through the Campus Recreation Department.

#### Residence Hall Councils

##### Hall/Area Councils

Each building or area has a council that plans activities for, and addresses issues within, the hall or area. Ask your Resident Assistant or Residence Life Coordinator about how to get involved.

#### Residence Hall Association (RHA)

RHA is a student organization representing all on-campus residents. Weekly meetings include Senators from each hall council, the leadership of RHA, and advisors. RHA provides and supports community events throughout on-campus housing, and assists residents with addressing concerns and issues with Housing & Residential Education and other parts of the University. RHA is an excellent opportunity for you to gain leadership experience and as you get involved on campus.

#### Telephones

Residents who wish to activate the land-line phone service in their room should visit <http://www.housing.usf.edu/resources/forms/pdfs/Basic%20Phone%20Service.pdf> to obtain the phone service activation form and read more about the connection process. Connection and monthly usage charges will apply.

#### Tutoring and Learning Services

This center is open to all students. Services provided include: Tutoring with STEM Mart, Math Center, Chemistry Center; Writing Center; Study Skills; and workshops. The Center is located in the Learning Commons of the Library and they can be reached at 813-974-9281.

#### Vending machines

Vending machines are centrally located within or near the buildings and in the Andros and Argos Centers. Refund information may be obtained from the Holly M/Juniper-Poplar Desks. Purchases can be made with cash, credit/debit, at many of the machines on campus.



UNIVERSITY OF  
SOUTH FLORIDA  
S Y S T E M

## HIV & AIDS RESOURCES

### WHAT IS HIV/ AIDS?

The Human Immunodeficiency Virus (HIV) is the virus that causes AIDS. HIV gradually attacks the immune system, causing the body to become more vulnerable to disease and infection. The Acquired Immune Deficiency Syndrome (AIDS) is a result of HIV infection. It occurs when the immune system becomes too weak to fight illness. You may be at increased risk for HIV infection if you have:

- Injected drugs or steroids, during which equipment and blood were shared with others
- Had unprotected sex with men who have sex with men, multiple partners, or anonymous partners
- Exchanged sex for drugs or money
- Received a blood transfusion or clotting factor during 1978–1985
- Had unprotected sex with someone who has any of the risk factors listed above.

### HOW IS IT PREVENTED?

Abstinence is the only 100% method of not contracting HIV or be in a long-term mutually monogamous relationship. However, latex condoms, when used consistently and correctly, can reduce the risk of transmission of HIV; as well as avoiding any unprotected contact with HIV infected bodily fluid.

Students seeking more information and locations to get tested may contact Student Health Services on Tampa and St. Petersburg Campuses or Wellness USF. Student Health Services can also serve to refer students to other HIV- care resources, including county health departments.

They may also text their zip code to 477493 to find an HIV testing location nearby.

The only way to know if you are infected is to get tested for HIV. Testing locations include:

### TAMPA

Metro Wellness and Community Center  
1315 E. 7th Ave  
Tampa, FL 33605  
813.232.3808

The Linkage to Care Project & Youth Education Services  
1315 7th Ave Suite 104  
Tampa, FL 33605  
813.396.9161

DACCO  
4422 E. Columbus Dr.  
Tampa, FL 33605  
813.984.1818

Hillsborough County Health Department  
1105 East Kennedy Boulevard  
Tampa, FL 33602  
863.687.8475

Planned Parenthood Tampa Health Center  
8068 N. 56th Street  
Tampa, FL 33617  
813.980.3555

Tampa Family Health Centers  
1502 East Fowler Avenue  
Tampa, FL 33612  
813.866.0950

### ST. PETERSBURG

Metro Wellness and Community Center  
3251 Ste. 125 3rd Ave. North  
St. Petersburg, FL 33713  
727.321.3854

AIDS Service Association of Pinellas, Inc.  
3050 1st Ave. S  
St. Petersburg, FL 33712  
727.328.3260

Pinellas County Health Department  
205 Dr. Martin Luther King Jr St N  
St. Petersburg, FL 33701  
727.824.6900

### SARASOTA

First Step of Sarasota  
1970 Main St. 5th Floor  
Sarasota, FL 34236  
941.552.2078

Genesis Health Services Incorporated  
3333 N. Washington Blvd Ste 3  
Sarasota, FL 34234  
941.957.1970

### LAKELAND

Talbot House Ministries Good Samaritan Free Clinic  
814 N Kentucky Ave  
Lakeland, Florida 33801  
863-687-8475

Planned Parenthood of Southwest and Central Florida  
2250 E Edgewood Dr  
Lakeland, Florida 33803  
863-665-5735