

2018-2019 GUIDE TO RESIDENTIAL LIVING



VCU Residential Life
and Housing

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RESIDENCE HALL MAIL ADDRESSES

RESIDENTIAL LIFE & HOUSING DIRECTORY

PROHIBITED ITEMS LIST



Dear Resident,

Welcome to Residential Life & Housing! There is no better way to become immersed in the VCU experience, meet your academic goals, and experience daily a lifestyle that allows for personal exploration and development. Living on-campus allows a special inter-connectedness with fellow students and the larger University community.

Our chief concern is your academic success and providing opportunities for you to impact your community. Students who live on-campus are more likely to interact with faculty outside of the classroom, attend cultural events, seek employment on campus, and participate in clubs and organizations. Being involved allows for a deeper University experience, personal development, strong social networks, and increased opportunities for intellectual, physical, and academic growth.

I invite you to be an active member of your residential community, benefiting personally and impacting positively your numerous communities you interact in. We have high expectations for student success in our communities and know your leadership, civility, and personal responsibility will enhance this learning and living environment. We provide a living experience that values our community connections, rich diversity, discussion of ideas, and celebration of our individual differences and commonalities.

There is an entire community of staff who are here to support you so do not hesitate to reach out and contact us with questions, noticing something we did well, or something that we can do better to support you. Your safety, comfort, and opportunities for growth and success are facilitated by numerous student and professional staff who are more than willing to assist in your on-campus experience.

Welcome to VCU residential living!

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Roark'. The signature is written in a cursive, somewhat stylized font.

Gavin Roark
Director of Residential Life & Housing



VISION

Residential Life & Housing at VCU will be a preeminent urban, public on-campus community providing a one-of-a-kind residential experience.

MISSION

Residential Life & Housing at VCU provides safe, inclusive, and well-maintained facilities where we work together to build intentional communities to empower residents in their academic excellence, citizenship, and personal growth.

VALUES

Guiding this mission is a set of departmental values, which complement the core values of the institution:

Collaboration

We value the exchange of ideas and solutions through internal and external partnerships. This value is exemplified through the enhancement of the residential experience through training, community building, policy development, and integration of services.

Inclusion & Diversity

We value celebration, exploration, and understanding among people, ideas and culture. This value is exemplified through creation of a safe and inclusive environment for all students to explore identities of self and others; promoting a

life-long commitment to successful living in a global community; and ensuring that policies, programs, and services are inclusive and reflect the diversity of our community.

Resident-Centered

We value and recognize that our residents are at the core of our mission and practices. This value is exemplified in our commitment to encouraging and promoting the student voice and providing opportunities for comprehensive student learning, student development, and student leadership.

Learning

We value academic and personal success for all students. This value is exemplified through our emphasis on engagement and education outside the classroom and ensuring a dynamic residential setting where discovery, challenge and support, innovation, and respectful discourse are paramount to the on-campus experience of the student.

Excellence

We value the individual and collective pursuit of exceptional practice in our work and relationships. This value is exemplified through high expectations of staff and students in the residential community. Staff and students continually seek ways to contribute to the future of the department, division, institution, and profession.

INCLUSION & DIVERSITY STATEMENT

We as individuals and as a collective, are committed to building communities that are welcoming for all cultures, backgrounds, beliefs, and abilities. We create exceptional residential learning communities that value all of our members regardless of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability. These communities provide a safe space for students and staff to explore their multi-layered identities while learning and growing with others.

We demonstrate our commitment to diversity and inclusion through resource allocation and initiatives including:

- Providing equitable access to on-campus housing
- Developing and maintaining facilities that are accessible for all members of our community
- Recruiting, developing and retaining exceptional and diverse staff
- Training staff in areas of multicultural competence during trainings and ongoing professional development opportunities
- Offering gender-unrestricted housing through the Gender Inclusive Housing program
- Creating and maintaining first year student living-learning communities focused on inclusion and social justice Implementing initiatives that promote social justice, the exploration of culture, personal growth, and community development
- Mediating conflict between students in shared living spaces
- Collaborating with campus and community partners to further promote understanding, learning, growth, and celebration Engaging staff and students in challenging and purposeful dialogues about diversity, inclusion, and social justice
- Encouraging staff and students to explore identities and experiences outside of their comfort zones
- Creating intentional opportunities through the Resident Assistant position, Community Councils, Residence Hall Association, and National Residence Hall Honorary for student leadership and peer education



RESPECTFUL COMMUNITY LIVING

While having a roommate, suitemate and/or apartmentmate may or may not be a new experience for a person, for most residents, it is the first step in meeting a whole group of people who will be friends and colleagues throughout their lives. Great roommates, suitemates and/or apartmentmates don't have to be best friends. Everyone is an individual, and the differences among us are usually more interesting than troublesome. Roommates, suitemates and/or apartmentmates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other's needs and rights.

Experience has shown that discussing the following issues will help prevent misunderstandings:

- Use of personal items
- Food in the room, suite and/or apartment
- Study time in the room, suite and/or apartment
- Sleeping schedules
- Visitation and guests
- Cleanliness/tidiness of room, suite and/or apartment
- Use of stereo/TV/telephone/ computer
- Time for socializing

Consider all of these items when completing a roommate, suite and/or apartment agreement. These agreements must be completed and turned into the RA within the first few weeks of the academic year and whenever a new roommate, suitemate or apartmentmate moves into the space.



RESIDENTIAL LIFE STAFF

Residential life staff live in the residence halls so that they can assist residents.

Resident Assistant (RA)

The RA living in the community is a student who has been selected for the position because of their leadership skills, concern for others, ability to communicate effectively and professionally, knowledge of university resources, and willingness to accept responsibility for developing the residence hall community. RA's receive extensive training and may be the primary source for information about the residential and university community and related assistance throughout the school year.

Assistant Hall Director

The Assistant Hall Director is a graduate student working toward a master's degree, who assists with the overall management and operation of the residence hall. The position may advise community council, coordinate building repairs, supervise

RAs, and coordinate activities in the residence halls. Assistant Hall Directors are responsible for the operation of the hall in the Hall Director's absence.

Hall Director

The Hall Director is responsible for the overall operation of the residence hall. This position is a full-time professional with a master's degree and considerable experience in residence hall work. The Hall Director supervises all the other staff members in the residence hall. They are responsible for seeing that the residence hall is a supportive environment for residents.

Administrative Assistant

The Administrative Assistant is available during the regular business hours, Monday through Friday from 8 a.m.– 5 p.m. The Administrative Assistant, is a full-time staff member, who assists with the replacement of keys, room changes, and processing of maintenance and repair requests.

RESIDENCE HALL STUDENT ORGANIZATIONS

Community Council

Residents will find that the quality of the residence hall experience is directly related to the efforts to get involved in the floor and hall community. Community Councils are the primary source for changes made in residence hall life and operations. Community Council representatives work in conjunction with University administration on issues such as room and board rates, policies and procedures, improvement of the buildings, educational programs, and leadership development opportunities.

The camaraderie that develops among the residents is unmatched by any other living option. Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for residents to get involved in

numerous activities and programming. A great deal of this is through community council. Though the types of governing bodies may vary from hall to hall, there is always a way to ensure the student's voice is heard. Please speak with the RA, Assistant Hall Director or Hall Director about how to get involved.

National Residence Hall Honorary (NRHH)

The VCU Black and Gold Chapter of The National Residence Hall Honorary (NRHH) is an organization comprised of the top 1% of student leaders on campus. NRHH has two core values: recognition and service. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. NRHH prides itself on advocating for the interest and welfare of residence hall students, while also providing opportunities for their personal growth and development.

Residence Hall Association (RHA)

RHA is comprised of residents interested in improving their total living environment within the university residence halls. RHA is an organization of representatives from all eleven community councils on campus, and it also serves as an umbrella organization for subgroups within the residence hall structure. The organization is committed to the development of residents both academically and personally. RHA is also consulted regarding the interpretation and review of residence hall policies. RHA has been a leader in the Virginia Association of Residence Halls (VAARH) and has been in the forefront as a residence hall government group. RHA has also been actively involved in providing students living in the residence halls opportunities to participate in both the regional and national level organizations and conferences.

BREAK HOUSING INFORMATION

Brandt Hall, Cabaniss Hall, Johnson Hall, The Honors College, and Rhoads Hall close during the Thanksgiving Break, Winter Break, and Spring Break. All other residence halls remain open. Please note that the dining halls and other services may not be in regular operation during breaks. Please see individual department websites for more information. Residents should look for more specific

information regarding hall openings and closing within their residence hall.

Thanksgiving Break: Nine-month residence halls close on Wednesday, November 21, 2018 at 1pm and re-open on Sunday, November 25, 2018 at 10am.

Winter Break: Nine-month residence halls close on Wednesday, December 19, 2018 at 10am and reopen for returning students on Friday, January, 11, 2019 at 10am.

Spring Break: Nine-month residence halls close on Saturday, March 2, 2019 at 10am and re-open on Sunday, March 10, 2019 at 10am. May Closing: All residents in nine-month housing must vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract. Nine-month residence halls close officially on Saturday, May 11, 2019 at 10am.

**Dates and times subject to change*

Each closing will be strictly enforced by residence hall staff. No residents may return early from any breaks. Residents may be charged if they fail to vacate appropriately by the closing times indicated above.

For each closing, residents must turn off all lights and close all windows, along with unplugging appliances and removing perishable food and trash from the room. RAs will enter each room during each break for health and safety inspections to be sure that residents are living in healthy and safe environments.

SAFETY PROCEDURES, HALL SECURITY AND EMERGENCY PROCEDURES

Residence Hall Safety

As a resident of VCU on-campus housing, students may enter and leave the residence hall at their convenience. Residence hall safety depends on the responsible actions of each resident. Residents' room doors should be locked at all times. Stairwell or outside doors must not be propped open. It is a violation of policy to prop external doors with any item.

Fire Safety

When students move-in, Residential Life and Housing recommends reviewing the emergency fire evacuation information that is posted on the interior door of the residence hall room.

Emergency Evacuation Procedures

At the sound of a fire alarm or if residents are instructed to evacuate, leave the area immediately, proceed to the nearest exit and leave the building.

Upon discovery of a fire, students and staff are trained to activate the fire alarm, notify VCUPD at (804) 828-1234 (emergency), and exit the building immediately using the closest safe exit and proceed to the predetermined meeting place for that building.

Emergency evacuation procedures for residents:

1. When exiting a room and the building:
 - If there is no immediate danger from smoke or fire, make sure to quickly dress appropriately for the weather conditions (i.e., coat, shoes)
 - If there is no immediate danger from smoke or fire, make sure to close and lock all doors and bring ID and keys
 - Evacuate the building, if possible
 - Do NOT use elevators, use the stairs
 - If unable to evacuate in the event of an emergency in the residence halls, please go to the nearest area of evacuation (stairwells) or residence hall room, shut the doors and windows, and then call VCU Police Department, (804) 828-1234 to provide your exact location to emergency personnel. Remain in shelter until the alarms stop, help arrives, or receive other instructions
2. Once safely outside the building:
 - Move away from building and immediately report to the designated assembly area to check in with residential life staff
 - Stay clear of all emergency vehicles, and do not stand in the roadway/walkway or block emergency vehicles from getting through
 - Do not re-enter the building until instructed to do so by an emergency responder or residential life staff
 - Report any vandalized or disconnected smoke detectors to the residential life staff immediately

Failure to evacuate is a violation of Richmond city ordinance and may result in arrest, possible fine, and/or disciplinary action through the [Student Code of Conduct](#).

Fire Extinguishers & Smoke Detectors

Residents may bring a fire extinguisher for their room, suite, or apartment if they choose to do so. If residents chose to bring a fire extinguisher it must be an "ABC" extinguisher.

Fire extinguishers are located in designated locations in the hallways and walkways outside rooms, suites and apartments. The university will maintain fire extinguisher and smoke detectors in the residence halls. Residents except Gladding Residence Center residents must submit a residence hall work order form, at [QuikFM](#), to request service or battery replacement for a smoke detector. Gladding Residence Center residents must complete a request for service or battery replacement online at [connect.studenthousing.com](#).

Health & Safety Checks

The state fire marshal, the Office of Environmental Health & Safety and RAs will make periodic inspections throughout the year. Violations of state code may result in the confiscation of [prohibited items](#), charges under the [Student Code of Conduct](#) and a financial charge. Appliances and equipment (not on the [Prohibited Items list](#)) must be UL approved to be used in residence halls.

Tampering & Misuse of Fire-Safety Equipment

Tampering with or misuse of fire-safety equipment is a violation of state and federal law and is prohibited in the residence halls; this includes the act of setting items aflame; and wrongfully discharging a fire extinguisher. Fire safety equipment includes but is not limited to: alarms, extinguishers, signage, smoke detectors, heat sensors, door closures and sprinklers.

Missing Student

Please contact the VCU Police Department, (804)- 828-1234 if a student is believed to be missing.

Security Cameras

For the safety and security of residents and guests, security cameras may be placed throughout the residence halls.

Student Information

VCU officials maintain confidentiality of student records and disclose information in accordance with the Family Educational Rights and Privacy Act (FERPA). This means that VCU officials may disclose student record information without the consent of the student in certain situations. To support university operations, for example, VCU officials share information about students with other educational officials as necessary to perform their job duties. FERPA permits this disclosure to school officials who have a legitimate educational interest in the student information. For example, FERPA permits the disclosure in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

In addition, VCU officials have obligations to report information about a student depending on the content of that information, for example, in compliance with VCU's [policy on the duty to report](#). Unless FERPA permits a certain disclosure, VCU generally requires consent from a student to disclose information from their education record to another individual. Additional information can be found on the [VCU FERPA](#) website.

We offer each resident the opportunity to provide missing person contact information. Providing this information is optional. This information is confidential, accessible to authorized campus officials and only disclosed to law enforcement personnel in furtherance of a missing person's investigation. All residents have the right to indicate a specific contact (in addition to an emergency contact) related to missing-person notification. This can be done through [MyVCUHousing](#).

VCU ID Card

The student identification card is a VCU issued card. It is linked to the student's record that indicates the student's status as a currently enrolled



resident and entitles them to various services and privileges in the residence halls. Residents must use the VCU ID to gain access to the residence halls. Residents must carry their VCU ID with them at all times while on campus. The loaning of a VCU ID is strictly prohibited.

VCU IDs must be presented when entering any of the university residence halls. Failure to produce proper identification upon a reasonable request by a university official (including RAs and Desk Assistants) may be considered a violation of the [Student Code of Conduct](#) for failure to comply with a reasonable request or directive of a university official.

A resident who is unable to present their VCU IDs upon entry of a residence hall may request a temporary pass permitting a single entry. Residents may obtain two temporary passes per semester at no charge; however, residents may be charged for each subsequent pass. To ensure residence hall access, residents should take immediate action to locate or replace their VCU ID.



FACILITY POLICIES & PROCEDURES

Accessible Residence Halls for Students with Disabilities

VCU makes every effort to ensuring campus-wide accessibility. If students are a current or incoming student seeking housing-related accommodations, please contact the office of [Student Accessibility and Educational Opportunity \(SAEO\)](#) (for students on the Monroe Park Campus) or [The Division for Academic Success](#) (for students on the MCV Campus).

Abandoned Property

Any property left behind after a resident moves or checks out will be donated to charity.

Air-conditioning and Heating

All halls are equipped with air-conditioning and heating. When the air-conditioning or heating is on, keep windows closed so that equipment can operate efficiently. If the room temperature is outside of the set thermostat range in all residence halls except Gladding Residence Center, please submit a work order in [QuikFM](#). Gladding Residence Center air-conditioning and heating requests can be completed online at connect.studenthousing.com.

Rhoads, Cabaniss, and Johnson are on centralized AC/Heat. Residential Life and Housing will communicate when these buildings will switch over from AC to heat in the Fall and heat to AC

in the Spring. Brandt and The Honors College are on modern centralized AC/Heat systems, which require annual servicing. The AC is typically turned off in December/January for this servicing.

The suites in Gladding Residence Center III and the apartments in Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, West Grace North, and West Grace South each have individual heat pumps that are controlled in each apartment. The AC will not work if the temperature outside

is lower than 60 degrees. The unit should never be set below 65 degrees F, as that may cause freezing of the unit and flooding as the unit thaws. Some buildings also have thermostats that are programmed at a certain temperature and will not go above or below this set point.

Bicycle and Motorized Vehicle Storage

Bikes are permitted to be stored in residence hall personal spaces (bedrooms, suites, apartments), only if all residents of that space agree to storage and bikes do not impede egress from the space. Bikes may not be stored in common areas within the residence halls, courtyards, lobbies, or sidewalk, except on designated bike racks. Bikes may not be ridden in the residence halls.

Residents who have lost their bike lock key and wish to receive help in retrieving their bike should place a work order in [QuikFM](#). Gladding Residence Center residents who have lost their bike lock key and wish to receive help in retrieving their bike should request this be completed online at connect.studenthousing.com. Residents should expect to provide some documentation to prove the bike belongs to them prior to the lock being cut. Residents should register their bikes with VCU Police upon arriving to campus in order to expedite this process and help protect their property.

Motorized vehicles are prohibited in courtyard areas, inside the residence halls, and are not to be parked/chained anywhere in the residence halls, courtyard, lobbies or sidewalks. Non-motorized vehicles may be parked/chained in designated areas only.

Any vehicle, including bikes, chained to a window, gate, light/sign post, pole or in any non-designated areas will be impounded and disposed of if not claimed from VCU Police or Facilities Management within 120 days. The university is not responsible for damage to locks or vehicles that are impounded.

Cleaning Services & Housekeeping

The housekeeping staff are responsible for cleaning and maintaining the public area of the residence halls, including community laundry rooms, recreation areas, study areas, and public restrooms. Resident access to these areas may be restricted during daily cleaning or periods of maintenance.

Residents are responsible for maintaining a clean room. Excessive housekeeping is defined as any situation requiring cleaning that is not part of the custodian's normal daily routine. This includes cleaning items in common areas, rooms, or apartments such as fire-extinguisher powder; clumps of mud; food; bodily fluids; and trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms). Residents may be charged individually or as a group for excessive housekeeping. These charges are imposed on rooms/floors/buildings on an escalating basis.

Community Space Reservations

Residential Life and Housing maintains a variety of community and green spaces at our residence halls. The community building programming efforts of Residential Life and Housing take priority for residential usage of these spaces. However, these spaces can also be reserved for university related events or meetings. All reservations for residence hall spaces must also follow the [VCU Reservation & Use of Space policy](#).

There are also classrooms located within the residential facilities. VCU leases these classrooms



for the primary purpose of hosting for-credit academic courses, but these spaces may be reserved for other appropriate uses when available. Priority will be given to Residential Life and Housing sponsored activities. All classroom reservations are scheduled outside of Residential Life and Housing through [Virtual EMS](#).

Potential users must be a current resident, faculty, or staff of VCU in order to utilize and reserve spaces or classrooms. Reservations may only be a one-time request as Residential Life and Housing is unable to accommodate recurring meetings. Reservations must be coordinated through the building specific Administrative Assistant via email. The area housing offices are open Monday-Friday 8am-5pm, if booking an event outside of these hours, there may not be staff to help with logistics. Residential Life and Housing requires for all Departments/Organizations to abide by the [Residential Life and Housing Community Space guidelines](#) when using a space within Residential Life and Housing.

Electrical Outlets

If the Ground Fault Circuit Interrupt (GCFI) outlet near a sink is not working, it has likely surged and needs to be reset. Residents can reset the outlet by pressing the "Reset" button at the center of the outlet. Note: If the cause of the surge has not been corrected, the outlet will stop working again. Residents should unplug the appliances or remove the water causing the surge before continuing. If the reset is unsuccessful, all residents except

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Gladding Residence Center must place a work order at [QuikFM](#) and Gladding Residence Center residents must request this be completed online at connect.studenthousing.com to have Maintenance check the outlet and correct the issue.

Kitchens

All residence hall apartments have kitchens, which are each equipped with sinks, dishwashers, refrigerators, and stoves with ovens. Kitchens in Ackell and Broad & Belvidere Apartments are also equipped with above-stove microwaves. Kitchens in Broad & Belvidere are also equipped with garbage disposals. Gladding Residence Center, Gladding Residence Center III, and Cabaniss have common kitchens on certain floors for all residents to use.

To avoid charges for excessive housekeeping or unusual wear and tear on university property, residents must practice the following good housekeeping strategies:

- Keep kitchens clean, by removing trash, routinely cleaning out the refrigerator and freezer, and wiping up microwave and stove/oven spills
- Use garbage disposals only for soft foods and while running water through the disposal to avoid mechanical failure and damage to the equipment
- Use dishwashers only with full loads, in order to save water
- Use only dishwasher detergent in dishwashers
- Agree on a cleaning schedule with roommates
- Clean kitchens and common areas within apartments in preparation for new roommates

Community kitchens located in residence halls must be cleaned by the resident after each use.

Residents may be charged for excessive housekeeping or damage to any kitchen or common area to which they have private or communal access.

Laundry

All residence hall apartments are equipped with laundry machines, which are free to use for the residents within that apartment. All traditional and suite-style residence halls are equipped with



community laundry machines, which are free to use for the residents within that building. It is recommended that all residents use High Efficiency (HE) laundry detergent.

Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle, and clothes and lint that fall behind dryers must be removed to reduce fire hazards. Dryer ducts are cleaned on a regular basis by a professional contractor; residents living in apartments are expected to allow contractors access to ducts, located in ceilings, for cleaning purposes.

Internet & Computing Policy

Residence hall students are expected to comply with [university policy](#) as well as federal and state law governing the use of computer and networking resources, including applicable copyright laws. In addition, personal wireless routers are prohibited in the residence halls. In order to not interfere with the university wireless signal, residents with wireless printers on campus must turn off the wireless signal on the printer. Failure to comply with policy or law may result in disconnection of internet service, university sanction and possible legal action.

Mail Services

Mail Services The USPS delivers mail in bulk to all Residence Hall Mail and Package Centers. No mail is delivered to the halls on weekends or [university holidays](#).

Students will receive email notification for packages upon delivery and processing by hall staff. Packages will be delivered to the following locations, where students can pick them up once notified of their delivery:

- Brandt/Rhoads Hall Mail and Package Center: Serving Brandt and Rhoads residents
- Cabaniss Hall Mail and Package Center: Serving Cabaniss residents
- Cary & Belvidere Mail and Package Center: Serving Cary & Belvidere Mail residents
- Gladding Residence Center Mail and Package Center: Serving Gladding Residence Center and Gladding Residence Center III residents
- Central Package Center (207 N Laurel Street): Serving Ackell, Broad & Belvidere, Grace & Broad, Honors, Johnson, West Grace North and West Grace South residents

Packages can be picked up Monday–Friday: noon–7 p.m.; and Saturday: noon–3 p.m. during the academic year. All Mail and Package Centers are closed when the university is closed. Hours may vary during [university holidays](#). Summer hours for all mail and package centers are Monday–Friday 9 a.m.- 2 p.m. and Wednesday and Friday 5 p.m. - 7 p.m.

Students who are moving and wish to have their first-class mail forwarded must complete the online VCU forwarding form. Mail will be forwarded for a 60-day period, beginning on the date that the student officially checks out of the residence hall. More information about mail can be found at housing.vcu.edu/footerb/mail.

Maintenance Requests

Requests for maintenance service for all residence halls except Gladding Residence Center can be completed at [QuikFM](#). Gladding Residence Center maintenance requests can be completed online at connect.studenthousing.com. Gladding Residence Center residents will need to create an account the first time they log in.

Charges for maintenance and repairs determined to be beyond normal wear and tear may be billed



to the student. Except in the case of emergencies, the reported problem will be addressed within 48 business hours or as soon as is reasonably practicable thereafter. Some repairs may be delayed if the housing maintenance staff needs to order parts or use a repair service from outside the university. Students will receive acknowledgement of receipt of their work order and status updates for their work order via email.

When a repair is needed immediately to protect the safety of students or the facility, call the operations center at (804) 828-9444, in all buildings except Gladding Residence Center. Residents in Gladding Residence Center should call (804) 828-2226 for emergency maintenance or housekeeping response.

No Furniture or Personal Property Storage

Due to a shortage of storage space, all university provided furniture must remain in the assigned room, including double rooms converted to single occupancy or triple rooms converted to double occupancy. The university does not provide storage for personal property.

Pest-Control Service

If a resident notices pests of any kind in their room or anywhere in the residence hall, they should report the problem immediately by completing an online work in [QuikFM](#). Gladding Residence Center residents should request this be completed online at connect.studenthousing.com. Residential Life and Housing encourages residents to keep food in sealed containers and empty trash regularly



to prevent pest problems. Repeated treatment response or need for pest control due to resident lack of care and/or cleanliness will be billed to the resident.

Residence Hall Posting & Collection Bin Guidelines

To promote programs, activities or resources for students, members of the VCU community may request to have information posted or collection bins in the residence hall locations designated for message posting and/or collection. Postings and collections may only be administered by registered student organizations, VCU departments or Residential Life and Housing student staff members. VCU departments and registered student organizations must make their request at least 10 business days in advance to provide enough time for the approval process. To make a request, the department and/or student organization must submit an email to vcuhousing@vcu.edu with either "Request to post in residence halls" or "Request to collect items in residence halls" in the subject line.

After a request is received and approved the department and/or student organization will receive written instructions for posting in the residence halls and must abide by these guidelines:

- Ads must be either 8.5"x11" or 11"x17"
- Ads may only be posted at designated locations
- Only one ad per posting area and any additional ads will be removed and discarded
- Ads will be removed and discarded once the event date has passed
- Ads posted outside of designated areas will be removed & discarded regardless of event date

After a request is received and approved the department and/or student organization will receive written instructions for collection bins in the residence halls and must abide by these guidelines:

- Collection bins must be placed in the appropriate places in each residence hall as deemed by the Hall Director (or designee)
- Collection bins are required to be provided by the registered student organizations, VCU departments or Residential Life and Housing student staff members
- Collection bins should be appropriately sized, in good condition, and should not pose a fire hazard
- A collection bin drive may not exceed 2 weeks and must be picked-up by designated date in approval confirmation
- Registered student organizations, VCU departments or Residential Life and Housing student staff members are responsible for picking up items at least every three days to ensure collection bins do not overflow

Residence Hall Room Entry

Residential Life and Housing respects the privacy of residents, and, to protect the safety and security of all residents and facilities, it reserves the right to enter student rooms, suites, or apartments without prior notice to the resident(s).

Room & Access Keys

Residence hall keys are the sole property of VCU and may not be duplicated under any circumstances. A resident may not lend or give a residence hall key to any other individual at any time. Violators of this rule will be held responsible



for any damage or misconduct resulting from possession of a key by another.

Residents who lose keys should report this loss immediately to their area office and may be charged a fee of at least \$65 for a lost key and \$20 for a mailbox key. Gladding Residence Center residents may be charged at least \$75 for a lost key fob and \$10 for lost mailbox keys. Residents who are locked out of their rooms may be assisted by staff to gain entrance. Students should contact the area office during the business day and the Information Desk or the RA on duty after hours for assistance. In addition, students who fail to take appropriate care of keys, access cards or other security items may face charges under the [Student Code of Conduct](#).

Telephone Services

Landlines are available for student use in most buildings, but not in each room. In order to place a call to a university number from a University landline, dial the last 5 digits of the phone number. To place a call to a non-University number from a University landline, dial 9 before dialing the full number. Long- distance calls can only be placed with a student-provided calling card.

Television Services

All halls except Gladding Residence Center have internet television services, which are streamed via the VCU network. Television programming may be viewed on any computer or mobile device with

access to the VCU wired or wireless internet. TVs may view television programming with the assistance of a Roku Ultra device, via the wired VCU internet. The Roku Ultra device is the only Roku devices supported by our network. Gladding Residence Center has coax cable television service, augmented by internet streaming capabilities on the Gladding Residence Center wireless network. Roku, Apple TV, Amazon Fire, Alexa, Google, and gaming systems will all function on the Gladding Residence Center wireless network.

Residents will need to log-in at watch.philo.com using their VCU eID and password to view programming and will have the ability to save up to 20 hours of DVR recordings on their student account. Residence hall television programming is viewable only while on campus, with the exception of HBOGO and MAXGO, which can be viewed anywhere on or off campus on residents' mobile devices and laptops. The residence hall channel lineup can be found [here](#). If residents have problems with the service, a ticket should be placed at philo.com/support.

RESIDENCE HALL STANDARDS FOR STUDENT CONDUCT

Residential Life and Housing is based on the concept of community living. This concept implies that all members of a community have a responsibility for the community and the behaviors in it. Residential Life and Housing is committed to educational and personal growth for residents; and Residential Life and Housing policies set forth required standards for members of the residential community. We encourage residents to hold each other accountable to these standards of the residence hall community.

Conduct in the residence halls is subject to federal, state and local laws and university policies, including the university bulletins, [VCU Student Code of Conduct](#), this guide, and the terms and conditions of the housing contract. Contract cancellation and removal from the residence halls and/or university may result from the violation of policy or law. Violations that endanger the safety and welfare of others or cause disruption of



the residential community may result in interim suspension and/or removal from the residence halls, as well as charges.

Additionally, several university-wide policies have direct application to the residence hall community. Examples include the [Sexual Misconduct/Violence and Sex Gender Discrimination Policy](#), [VCU Alcohol and Drug Policy](#), [Computer and Network Resources Use Policy](#), and the [Student Code of Conduct](#). Students are advised to be familiar with these and other VCU policies such as the [VCU Honor System](#), and [Grade-Review Procedure](#).

The [Student Code of Conduct](#) applies to all conduct that occurs on University premises, at VCU-sponsored activities, and, if so deemed by the Director of Student Conduct and Academic Integrity, at off-campus locations. The complete list of conduct for all students and student organizations can be found in the [Student Code of Conduct](#) available in the [Policy Library](#).

Animals

Pets and other animals are generally not permitted in residence halls, with the exception of fish in one 10-gallon tank per bedroom.

Consistent with university policy governing animals on campus and state and federal law, residents with disabilities requiring emotional support or service animals in the residence halls may request a reasonable accommodation from [SAEO](#). In

addition, VCU welcomes the presence of trained service animals assisting people with disabilities on its campus in areas open to the public consistent with the provisions of university policy and applicable law. A service animal is generally permitted to be on university property in any place where the animal's handler is permitted to be. Any animal must be kept clean, groomed and within the control of its handler at all times. The handler will be responsible for appropriate care for animal and facility, must use appropriate spaces for animal toileting, and will be charged for any damage to property or facilities caused by the presence of the animal.

For any animal permitted to reside in a residence hall, a resident must submit proof of required vaccinations and must meet with a Residential Life and Housing staff member to review and sign an Acknowledgement of Policies and Procedures on Emotional Support/Service Animals.

Bathrooms

Residential Life and Housing offers a variety of shared bathroom facilities within the residence halls on campus. Bathroom facilities may be designated as gender restricted or gender-inclusive facilities. Residential Life and Housing is committed to providing clean and safe restrooms for use by any student regardless of their gender identity. All students are welcome to use a shared restroom that corresponds to their sex or gender identity, a gender-inclusive shared restroom, or an inclusive single restroom.

Residential Life and Housing cannot guarantee that staff assigned to clean the common and community style bathroom facilities are the same gender as residents assigned to the community. Every attempt is made to not inconvenience residents from use of the bathroom facilities during prime times.

In certain residence halls (Johnson Hall, Rhoads Hall, Cabaniss Hall), community bathroom facilities are designated for men or women with a shared community sink area and multiple individual-use, private stalls for shower and toilet for use by one person at a time. These facilities are cleaned by housekeeping on a daily basis.

In Gladding Residence Center, gender inclusive community style bathroom facilities have a community sink area for shared use by individuals of any gender and multiple individual-use, private, lockable rooms with shower and toilet for use by one person at a time. These facilities are cleaned by housekeeping on a daily basis.

Bathrooms in suite-style rooms (Brandt, Gladding Residence Center, Gladding Residence Center III) and apartments (Ackell, Broad & Belvidere, Grace & Broad Residence Center, West Grace North, West Grace South) have a shared community sink area and individual-use, private, lockable room with shower and toilet for individual use. These facilities are cleaned by residents assigned to these spaces. Toilet paper is not provided by Residential Life and Housing for student use in these bathroom facilities.

For everyone to feel safe and comfortable in shared bathroom facilities the following policies must be followed in all residence halls:

- Residents and guests may use bathroom stalls or lockable rooms for private toileting or bathing use only. Any use of a shower or toilet stall/room by more than one person at a time or for other purpose is not permitted;
- Residents and guests must exercise courteous cell phone use in all bathroom areas; the [Student Code of Conduct](#) prohibits recording a video or taking a photo in violation of an individual's reasonable expectation of privacy;
- Residents and guests must treat common bathroom spaces with respect and clean up after themselves and report any maintenance or housekeeping issues.

Common Spaces

The residence halls have common use spaces designated for residential student use. These common spaces are designed for the primary purpose of community building, which includes both independent social and recreational/educational activities of residents/guests, and structured programming. For the purpose of this policy, a common area is defined as any space and/or area outside a student's individual room. This

includes, but is not limited to, stairways, hallways, bathrooms, lounges, courtyards, lobbies, kitchens, elevators, entrance ways, and study rooms. To maintain a comfortable shared living space for all residents, the following behaviors are prohibited in common spaces:

- Removal of furniture
- Sleeping
- Nudity
- Sexual contact
- Violation of any applicable university policy, including this guide, [Student Code of Conduct](#) or the policy on [Sexual Misconduct/Violence and Sex Gender Discrimination Policy](#).

Residential Life and Housing will provide housekeeping services for the basic upkeep of the building. Although housekeeping will regularly clean common spaces in the residence halls, it is the responsibility of all residents and guests to dispose properly of their own trash or recycling, and to keep common spaces clean and in order. The residents of the hall are responsible for keeping the building in an acceptable condition. The residents may be billed for housekeeping/grounds services beyond those needed for basic upkeep.

Residents must discourage damages to common spaces, and identify responsible individuals to a Residential Life and Housing staff member. Damage charges resulting from the misuse or abuse of common areas may be assessed to all residents of the area. If the individuals responsible for the damage are identified, then only those persons are charged.

Examples of resident responsibilities include:

- All trash in common living areas must be disposed of properly.
- Spilled liquids and excessive dirt on floors must be swept and mopped
- Stickers, writing, and other marks on walls must be cleaned
- Kitchens must be cleaned up - including washing dishes used, wiping up spills, and putting dishes away
- Laundry rooms may only be used by residents of the hall
- Personal items must not be left in common spaces. Items left out for an extended period



of time may be removed and discarded by Residential Life and Housing staff

- Hallways and stairways must remain unobstructed
- Items must not be left in hallways and stairways to ensure a clear path for exit in the event of emergencies
- Bikes are not permitted to be placed or stored within hallways, lounges, or stairways

Cooking & Electrical Appliances

The use of cooking appliances in student bedrooms is prohibited. Items that require an open flame to operate or that produce heat are prohibited. Possession of any of these items in the residence halls is in violation of the Virginia Statewide Fire Prevention Code. Prohibited or illegal items may be confiscated at the discretion of the department.

Microwaves are permitted in VCU residence halls under the following conditions: Microwaves must be of a compact size, UL-approved, no more than 0.8 cubic feet and use a maximum of 750 watts. Only one microwave is allowed per student room. Refrigerators must be of a compact size, UL-approved and must meet the following specifications, which can be obtained from the data plate: 120 volts AC, 60 hertz with a maximum running current of 2.0 amps (240 watts). The power cord must be grounded and not exceed a length of six feet. Only one 4.2-cubic-foot refrigerator is allowed per room. Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Microwaves and refrigerators must be plugged directly into the wall outlet, because these appliances can commonly overload a surge protector.

The following cooking appliances are only permitted in Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, West Grace North and West Grace South: Crockpots, Instapots and pressure cookers; Rice cookers; Toasters or toaster ovens. Please refer to the [Prohibited Items List](#) for additional information concerning which cooking and electrical devices are not allowed in the residence halls.

Decorations

Please refer to the [Prohibited Items List](#) to ensure residence hall policies are not violated when furnishing a residence hall room.

Excessive decorations on room walls can be hazardous. In accordance with State Fire Marshall restrictions, Residential Life and Housing prohibits covering more than 50% of a residence hall room wall. Approved decorative items may not be used in, on or within 18 inches of the ceiling, lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Wall hangings, tapestries, blankets, banners, and other decorative materials suspended from walls or other vertical surfaces must be flame resistant or noncombustible. Residential Life & Housing prohibits hanging any item in a window except for curtains or drapes with a manufacturer's tag stating that they are made of flame resistant materials.

The hallway side of the room or suite door may not be decorated. Only a small message/memo board, not exceeding 200 square inches, may be placed on this side of the door. Both the room number and the nametag created by the RA must remain visible.

VCU is committed to creating and supporting a safe and welcoming campus community for all students, faculty and staff. We work continuously to create an open environment with meaningful opportunities to learn and engage. At VCU it is the responsibility of every member of the community to foster an environment of respect, openness and understanding. VCU is dedicated to creating and promoting an environment free from racism, sexism, ageism, heterosexism, homophobia, ableism, and xenophobia.

The University encourages residents to consider that any messages or items posted or displayed in residence hall space communicate directly with neighboring residents, hall mates, and staff who pass. Residents may not post materials that are in violation of applicable university policies, or state or federal law. To support a safe and welcoming residential community, Residential Life and Housing staff, in consultation with the university [Bias Response Team](#), will provide support for members of the community that have been impacted by messages in the residence halls, including through voluntary opportunities for educational programs or mediation, as appropriate.

Furniture Misappropriation

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

Guests: Residential Access

Any resident of a VCU residence hall may enter any other open VCU residence hall as a guest during the period when the resident is checked in to their own housing assignment by swiping their VCU ID at the entrance to the hall they are visiting, which logs their guest visit. While a resident may visit another residence hall without signing in or meeting their host at the entrance, a resident of the hall must host the visit according to the general requirements for all guests.

Residents of Ackell, Broad & Belvidere, Grace & Broad, West Grace North, and West Grace South

- Will be granted access to Ackell, Broad & Belvidere, Grace & Broad, West Grace North, and West Grace South when they check into their building.
- Will be granted access to Brandt, Cabaniss, Honors, Johnson, Rhoads, Cary & Belvidere, Gladding Residence Center and Gladding Residence Center III on Aug. 20, 2018.

**Access to buildings that close over breaks will be removed during the break periods.*



Residents of Cary & Belvidere, Gladding Residence Center and Gladding Residence Center III

- Will be granted access to Ackell, Broad & Belvidere, Grace & Broad, West Grace North, and West Grace South on Aug. 20, 2018.
- Will be granted access to Brandt, Cabaniss, Honors, Johnson, Rhoads, Cary & Belvidere, Gladding Residence Center and Gladding Residence Center III on when they check into their building.

**Access to buildings that close over breaks will be removed during the break periods.*

Residents of Brandt, Cabaniss, Honors, Johnson and Rhoads

- Will be granted access to Ackell, Broad & Belvidere, Grace & Broad, West Grace North, and West Grace South on Aug. 20, 2018.
- Will be granted access to Brandt, Cabaniss, Honors, Johnson, Rhoads, Cary & Belvidere, Gladding Residence Center and Gladding Residence Center III on when they check into their building.

**Access to all buildings will be removed during the break periods.*

For all Residents

Access to all buildings will be deactivated when a resident checks out of their VCU on-campus residence hall assignment.

2018-19 GUIDE TO RESIDENTIAL LIVING

Guests: Off-Campus Access

Any guest who does not live in a VCU on-campus apartment or individual room, including a VCU student who lives off campus must sign in. To expedite the guest registration process, residential students may provide some of their guest's information to Residential Life and Housing in advance by creating a "Visitor Reservation" in [StarRez](#). Login to [StarRez](#) and select the "Visitors" tab at the top of the screen. "Register a New Visitor" and provide as much information as possible. The resident host and guest will still be required to provide identification and sign in at the information desk, as described below.

Resident hosts must complete the following steps to sign in a guest:

- Resident host must meet the guest at the front desk with a valid VCU ID
- The resident host must sign the guest in
- The guest will be required to leave a current and valid photo ID* at the front desk for the duration of their visit
- The resident host must escort their guests at all times. Resident hosts assume responsibility for their guests and must ensure their guests comply with all VCU policies
- When the guest leaves the residence hall, the resident host must escort the guest to the front desk to sign them out and retrieve their ID

*Acceptable forms of identification include but are not limited to, a current and valid VCU student/ VCU employee ID (with a photo), a driver's license or other state issued ID or a passport. Credit cards, ATM cards, other university or college IDs or expired photo identification documents will not be accepted. A guest presenting an invalid ID will be denied entry to any VCU residence halls.

Guests: Restrictions for All Guests

Residents are permitted to have no more than three guests at any given time, and guests may be hosted in the VCU residence halls for no more than three consecutive nights and no more than six nights total in any 30-day period.

Residents must have their roommate(s)' consent to invite a guest(s) into the room or other shared-living

space. A guest visit must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate(s). If roommates do not agree about hosting guest(s) within the room or assigned shared living area, the resident wanting to host may visit with their guest(s) in a common area of the residence hall.

Provided there is no unreasonable interference with the living environment of a roommate(s), a resident may have short-term guest(s) (those who stay for a few hours, but not overnight) at any time as long as it is within the limits noted above. If an invited guest violates residence hall or other university policy they may be required to exit the residence hall immediately, may not be signed back in until meeting with a Residential Life and Housing staff member and the resident host, and may indefinitely lose the privilege of entering any VCU residence hall. Residential Life and Housing will notify the individual of the loss of guest access privilege in writing via VCU email address to the VCU resident host. Any individual who attempts to enter a residence hall without guest access privileges may be subject to arrest for trespassing, and Residential Life & Housing will notify VCU Police. Guest access privileges may be restored only by the Associate Director of Residential Life or designee.

Because residents share responsibility for their own residential community, the resident responsible for guest conduct (resident host) is not only the individual who signed in the guest but may also include other residents whom the guest visits or residents accompanying the guest at the time of misconduct.

Guest visiting periods may be altered at certain times of the year, such as breaks, final exams, or other scheduled disruptions.

Guests: Minor Policy

Protection of Minors

VCU is committed to the safety of all individuals in its community. The University has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. This policy establishes guidelines for the guest policy as it pertains to individuals under



18 years of age. This policy is in line with the University's commitment to promoting the safety and well-being of minors.

This policy does not apply to enrolled undergraduate VCU students under the age of 18. The University reserves the right to remove a guest from campus who has violated University regulations.

Minor Guests Provisions

Guests under the age of 14 are not permitted in the residence halls at any time unless they are accompanied by a parent or legal guardian. Guests who are 14-17 years of age are permitted to enter VCU residence halls with a complete and satisfactory [Minor Guest Permission Form](#) from a legal parent or guardian. All signed forms must be submitted to the office no later than noon of the business day prior to the date of visitation. Minor guests may not stay for more than three consecutive nights on campus. VCU does not provide childcare services and is not responsible for any monitoring or oversight of a resident's guest(s) of any age other than standard enforcement of applicable university policies.

Minors staying for University-approved visits will have pre-approved Minor Guest Passes as requested by the sponsoring department. Minor guests who arrive to campus without a signed

permission form will not be allowed to be checked into the residence halls. No Minor Guest Pass will be issued until a signed [Minor Guest Permission Form](#) is received.

Host of Minor(s) Responsibilities

For purposes of this policy, a host is defined as any student residing in VCU residence halls. The resident host is responsible for the behaviors of any individual(s) they allow access to their residence hall room. The resident host is subject to disciplinary action if a guest violates University regulations because the student host:

- Failed to monitor a guest's behaviors
- Knowingly allowed a guest to commit a [Student Code of Conduct](#) violation

The resident host is responsible for ensuring that:

- The guest's parents (or legal guardian) have submitted a [Minor Guest Permission Form](#)
- The resident host has received an emailed copy of the Minor Guest Pass, which will serve as confirmation the permission form was received and approved
- The minor guest is escorted by the resident host at all times
- The minor guest properly presents the Minor Guest Pass (printed or email) to the staff at the information desk when checking into the residence hall

Hall Sports

Athletic activities are prohibited in and around residence halls. Propelling any object(s), including but not limited to footballs, softballs, baseballs, Frisbees and snowballs, in and around residence halls is prohibited. Additionally, throwing objects at cars, including snowballs, is a violation of residence hall policy and state law. Athletic activities in large exterior courtyards are permissible in certain locations (Cary & Belvidere, Gladding Residence Center). Residents should take precautions to prevent damage to facilities and/or landscaping while engaging in athletic activities within courtyards. Residents may be held accountable for the cost to repair damage caused by athletic activities in courtyards.

Skateboarding, bicycling, roller skating and rollerblading are prohibited in residence-hall lobbies, rooms, lounges, public areas, hallways, courtyards and other designated areas.

Quiet Hours

Quiet hours are 9 p.m.-8 a.m. Sunday-Thursday and 11 p.m.-8 a.m. Friday and Saturday. Sounds are not to be heard outside rooms during these hours. At all times, "courtesy hours" are in effect and residents are encouraged to comply with requests from other residents and/or staff members to lower their volume. Do not disturb the quiet necessary for fellow hall mates to sleep or study. Quiet hours may be extended by hall staff before and during examination periods and/or as necessary. Musical instruments and amplifiers are not to be played in the residence halls.

Smoking

VCU has designated all university buildings as 'no smoking,' which includes the use of oral electronic devices that produce vapor containing nicotine and/or other substances. Smoking includes the carrying or holding of lighted smoking equipment, burning, lighting or use of a tobacco product or marijuana and any other smoking device or equipment. Residential Life and Housing prohibits smoking and use of the above devices in any residence hall, including any individual residence hall room, suite, apartment, bathroom, common area, hallway, stairwell, outdoor entrances and courtyard, and within 25 feet of any residence hall. Individuals must go outside

the building to smoke and stay 25 feet away from any entrance, exit, outdoor air intake, or operable window of any residence hall. Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material or other waste.

Solicitation

For residents' safety and protection, door-to-door solicitation is prohibited in the residence halls without express written permission of Residential Life and Housing. VCU departments and registered student organizations, including, but not limited to: Student Government Association and Homecoming candidates must make their request at least 10 business days in advance to provide enough time for the approval process. To make a request, the department and/or student organization must submit an email to vcuhousing@vcu.edu with "Request to solicit in residence halls" in the subject line.

Student Room Responsibility

To preserve the health and safety of members of the residential community, residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms or apartments, hallways, lounges, bathrooms and lobby areas, including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. Residential Life and Housing reserves the right to inspect rooms to ensure that residents comply with policies protecting health and safety.

ADMINISTRATIVE PROCEDURES FOR RESIDENCE HALL CONDUCT

Administrative Relocation

Under the housing contract, a resident may be administratively relocated to another residence hall room on campus at any time. The administrative relocation will be issued by Residential Life and Housing staff or other university official. Residents who are administratively relocated may also be subject to disciplinary action under the [Student Code of Conduct](#).

Administrative Contract Cancellation

A resident whose contract is terminated for any reason, including violation of the terms and

conditions of the housing contract or of university policy or as deemed otherwise appropriate by the department must check out properly and vacate the residence hall within 24-48 hours of receiving notice of cancellation. Refunds will not be issued when a contract is terminated. Only the Department of Residential Life & Housing may cancel a housing contract. Requesting that a contract be canceled does not guarantee that action.

Ban from Residence Hall(s)

To preserve the safety and security of the residence hall community, VCU reserves the right to revoke an individual's access from a particular residence hall location or from all residential facilities. Bans are typically issued for the following reasons:

- Resident Contract Cancellations
- Resident Administrative Relocations
- Violations of University or Residential Life and Housing policies
- Per request of the Dean of Students Office, the Office of Student Conduct and Academic Integrity administration, Title IX administration, and/or VCU police administration

If banned, a resident will receive notification of the ban via their VCU email or via printed copy of the letter for non-residential students and guests. The printed copy will be available for pick-up at the Main Housing Office, or delivered to the non-resident via their resident host, if appropriate. Individuals may not be placed on the ban list for more than three years without consultation with the Office for Student Conduct and Academic Integrity and/or VCUPD. Appeals to the ban list must be received in writing to the Assistant Director of Residential Life for Conduct or designee.

No Contact Directive

To preserve the safety and security of the university community, VCU reserves the right to issue a no contact directive between specific members of the community based on information that such contact hinders the ability of any individual to access or participate in university programs, activities or employment. A no contact directive includes contact in person, via third party (i.e. friends, relatives, other residents), via telephone,



text, letters, email, social media, instant messages, or any other means. A no contact directive can be modified only by the university official who issued it or their designee, in consultation with appropriate VCU administrators.

Alleged violation of a no contact directive (including off-campus contact) will be adjudicated under the applicable university policy (i.e., [Student Code of Conduct](#), [Sexual Misconduct/Violence and Sex/Gender Discrimination Policy](#), etc.) and may result in sanctions up to and including expulsion and termination for university-housing related matters, administrative relocation or housing contract cancellation.

CONTRACT INFORMATION AND ASSIGNMENT POLICIES

Assignment Process

In the spring semester, students have the opportunity to participate in the returning student housing assignment process for the subsequent academic year. Students who do not receive a residence hall assignment at that time may participate in the ongoing room sign-up process.

On-campus housing is not automatic or guaranteed for returning resident students. Students who do not meet eligibility requirements, including remaining in good standing, will not be allowed to participate in the returning student housing assignment process.

Contract

The housing contract is a binding contract. Housing charges are assessed by the Residential Life and Housing Office. Please refer to the details of the current contract with Residential Life and Housing by reviewing the Terms and Conditions on the [Residential Life and Housing website](#).



Damages

Students must fill out a Room-Condition Report (RCR) in cooperation with their RA upon check-in. Any damage or needed repairs should be indicated on the form to avoid a charge when checking out. Residents are responsible for any and all university furniture damaged or missing from the room, suite or apartment after check out and for any personal property or other item(s) requiring removal or disposal. Charges for damage to common areas such as hallways, lounges and bathrooms will be divided equally among the residents assigned to that living area unless Residential Life and Housing can reasonably identify the individual(s) responsible for the damage. Please note that Gladding Residence Center residents are assigned a specific bed in their assigned room.

Early Exit from Housing

Any student who withdraws from the university for any reason must check out and vacate the residence hall within 24 hours of the withdrawal date unless an extension has been approved in writing by the department. A student who has withdrawn from VCU, one whose enrollment at VCU is terminated for any reason or one who is suspended from the residence halls must vacate at the time specified by the department. Residential Life and Housing will attempt to cooperate with a student unable to vacate their room in the allotted time, but in the event of a failure to reach agreement, the department may terminate the

student's housing access and remove any personal belongings, at the expense of the student. VCUPD may be involved in such instances.

Eligibility for Housing (Non-Registered & Part-Time Students)

To live on campus all residents must be making continual progress towards a degree and registered for classes at VCU as set forth below:

- Undergraduate students must be enrolled in at least nine credits;
- Graduate students must be enrolled in the number of credits indicating full-time status as defined by their program

Residents with 12-month housing contracts are exempt from credit requirements during summer session but must meet the credit requirements in this section for fall and spring terms.

In certain limited circumstances, students may obtain permission to temporarily drop below the required minimum number of credits. Students wishing to do so may submit an exemption request form to the Senior Associate Director of Administrative Services for Residential Life and Housing.

Residents should be aware that in order to graduate in four years, they should enroll in a minimum of 15 credits per term.

Liability & Property Insurance

VCU does not assume any obligation or liability for loss or damage to personal property, which may occur in its buildings or on its grounds, prior to, during or subsequent to the term of the housing contract. This list includes but is not limited to damage or loss due to fire, water, theft, and flooding. Residents are encouraged to purchase renter's insurance for protection against loss or property damage or refer to their parent's/legal guardian's homeowners/renters insurance to see if they are covered while living on campus.

Room Consolidation and Assignment

The University reserves the right to change any room assignment or rate. Residential Life and Housing reserves the right to reassign a student for any reason, including in the event that a room or apartment is not filled to capacity. A student living in such a room or apartment may be offered the option of remaining in the room or apartment for an additional charge. The university reserves the right to assign a student into a vacant space at any time, unless the student already occupying the room has contracted and paid for a single room

Residents with vacancies in their room, suite or apartment are prohibited from occupying the vacant space. Vacant spaces may be allocated to new residents at any time. In the event of assigning a new resident to a vacant space, Residential Life and Housing will make an effort to notify current residents at least 24 hours in advance or as soon as is reasonably practical thereafter. Residents should make every effort to keep the space neat, clean and orderly. Roommate/apartmentmate spaces may be inspected by department staff to ensure the room is prepared for a new resident. If vacant areas in a room and/or common areas in a suite or apartment are not move-in ready for new residents, each resident of the assigned area may be charged to clean the area.

Room/Roommate Changes

Settling in to a new living situation takes time, and successful roommate relationships often require working through initial disagreements that may be uncomfortable. For these reasons, Residential

Life and Housing will generally consider voluntary requests for room changes only after residents requesting such a change have lived together and tried to work through such disagreements for a reasonable amount of time, such as three weeks. Please refer to the housing contract for more information on changes in occupancy or rates.

Residents wishing to make a room or hall change must first contact their RA to discuss their living situation. An RA will attempt to mediate between residents to resolve any problems that relate to the room change request. Residents are encouraged to resolve conflicts and to learn from the different lifestyles and living habits of others.

Residents also are encouraged to have discussions as soon as possible with their roommates concerning lifestyle and living habits. Residents should complete a roommate agreement upon moving in. If alternatives to roommate problems cannot be reached with the assistance of the RA, the resident will be referred the building's Hall Director. The Hall Director will further seek to help the students resolve any outstanding issue. In the event that a compromise cannot be reached, the Hall Director may assist the student in the room change request process. Residential Life and Housing reserves the right to move residents who refuse to participate in the mediation process.

Room changes are based upon current availability and need assessed by Residential Life and Housing. Residents requesting a room change should be prepared to be flexible about room location and style.

Residential Life and Housing reserves the right to move a resident to another space on campus to accommodate maintenance emergencies or if deemed to be in the best interest of the residential community.

Room Check-Out Procedures

Gladding Residence Center, Gladding Residence Center III, The Honors College, Brandt Hall, Rhoads Hall, Johnson Hall, Cary & Belvidere, and Cabaniss Hall all close at the end of final exams for



the summer. All residents are required to vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract.

Ackell Residence Center, Broad & Belvidere Student Apartments, Grace & Broad Residence Center, West Grace North and West Grace South residents should view their contracts online to verify contract end dates. Failure to vacate the residence halls at the proper time may result in additional charges.

All residents are encouraged to begin moving belongings out of the halls early, to ease the burden of moving when contracts expire and/or exams are finished. Residents must make an appointment to meet with staff in their residence hall prior to moving out to check the RCR and follow instructions to turn in keys in order to avoid lock change charges.

Additional information regarding proper move out procedures will be sent to all residents prior to closing and contract end dates.

Information in the 2018-2019 Guide to Residential Living is subject to change. The most up to date Guide to Residential Living can always be found at housing.vcu.edu.

RESIDENCE HALL MAIL ADDRESSES

Ackell residents

Full Name (as it appears on your student account)
Room number, Ackell Residence Center
207 N. Laurel Street
Richmond, VA 23220-4126

Brandt Residents

Full Name (as it appears on your student account)
Room number, Brandt Hall
710 W Franklin St
Richmond, VA 23220-4101

Broad & Belvidere Residents

Full Name (as it appears on your student account)
Room number, Broad & Belvidere Apts
207 N. Laurel Street
Richmond, VA 23220-5039

Cabaniss Residents

Full Name (as it appears on your student account)
Room number, Cabaniss Hall
615 N 8th St
Richmond, VA 23298-5039

Cary & Belvidere Residents

Full Name (as it appears on your student account)
Room number, Cary & Belvidere
301 W Cary St
Richmond, VA 23220-5639

Gladding Residence Center and Gladding Residence Center III Residents

Full Name (as it appears on your student account)
Room number, Gladding Residence Center
711 W Main St
Richmond, VA 23220-5500

Grace & Broad Residents

Full Name (as it appears on your student account)
Room number, Grace & Broad
207 N. Laurel Street
Richmond, VA 23220-4126

Johnson Residents

Full Name (as it appears on your student account)
Room number, Johnson Hall
207 N. Laurel Street
Richmond, VA 23220-4126

Rhoads Residents

Full Name (as it appears on your student account)
Room number, Rhoads Hall
710 W Franklin St
Richmond, VA 23220-4101

The Honors College Residents

Full Name (as it appears on your student account)
Room number, Honors College
207 N. Laurel Street
Richmond, VA 23220-4126

West Grace North Residents

Full Name (as it appears on your student account)
Room number, West Grace North
207 N. Laurel Street
Richmond, VA 23220-4126

West Grace South Residents

Full Name (as it appears on your student account)
Room number, West Grace South
207 N. Laurel Street
Richmond, VA 23220-4126

RESIDENTIAL LIFE & HOUSING DIRECTORY

Residential Life and Housing Main Office

721 W Main Street
Richmond, VA 23220
Phone: 828-7666
Fax: 828-2466
Email: vcuhousing@vcu.edu

Ackell Residence Center Area Office

1100 W. Broad St
Phone: 827-0383
Ackell Information Desk: 827-0386

Broad & Belvidere Apartments Area Office

700 W. Broad St
Phone: 827-2444
Broad & Belvidere Information Desk: 827-2790

Cabaniss Hall Area Office

615 N. 8th St, suite 123
Phone: 828-1800
Cabaniss Information Desk: 827-0504

Cary & Belvidere Residential College

301 W. Cary St
Phone: 828-7667
Cary & Belvidere Information Desk: 827-9802

Gladding Residence Center

& Gladding Residence Center III Area Office

711 W Main Street
Phone: 827-8282
Gladding Residence Center Information Desk:
828-2226

Johnson Hall Area Office

801 W. Franklin St, suite 107
Phone: 828-1431
Johnson Information Desk: 827-0265

Rhoads Hall, Brandt Hall

and The Honors College Area Office

710 W. Franklin St
Phone: 827-0974
Rhoads/Brandt Information Desk: 828-8442
The Honors College Information Desk: 827-0678

West Grace North Area Office

830 W. Grace St
Phone: 828-7848
West Grace North Information Desk: 828-7847

West Grace South Area Office

835 W. Grace St
Phone: 827-1759
West Grace South Information Desk: 827-8249

For more specific contact information and a listing of area staff, please see the [Residential Life and Housing website](#).

PROHIBITED ITEMS LIST

To ensure the general safety and wellness of the residents and protect university facilities, in addition to any item of which possession in the residence hall is unlawful, Residential Life and Housing specifically prohibits the following general categories and examples of items in the residence halls unless the university has provided an item for resident use.

Alcohol Containers

- Empty containers for collection or decoration (unless resident is of legal age)
- Kegs

Alcohol Paraphernalia

- Beer bong
- Funnels
- Beer/Water pong tables

Attachments or Affixed Items

- Affixing any item to a residence hall surface, such as a wall, ceiling, floor, furniture or door with double-stick tape or any adhesive
- Exterior aerials or satellite dishes
- Exterior window shades or awnings
- Wall mountings, e.g. for wall-mounted televisions, computer screens, or other appliances or devices

Bed frames and Mattresses

- Loft Equipment
- Cinder Blocks

Extension Cords & Multi-Plug Adaptors

(except for surge protectors meeting university safety standards)

Cooking Appliances

- Cooking and heating appliances (except microwaves meeting university safety standards)
- Electric stoves
- Electric frying pans
- George Foreman-type grills
- Hot plates

Electrical Appliances

- Air conditioners
- Ceiling fans
- Window fans (floor fans are permitted)
- Space heaters
- Halogen torchiere lamps

- Black Lights and Black Light Bulbs
- Washing machines
- Portable dishwashers
- Electric blankets
- Pools
- Hot tubs
- Waterbeds
- Any other open-coiled appliance

Firearms and Weapons

(please see the [Student Code of Conduct](#) for a detailed list and the [VCU Weapons Regulation policy](#))

Flammable Substances

- Lighter fluid
- Gasoline
- Motor and engine oil
- Propane

Hoverboards

(or any other self-balancing electric wheeled boards)

Neon Sign Lights

Open Flames and Flammable Decorations

- Non-flame-retardant Curtains
- Wall/Ceiling coverings (please refer to the Decorations section)
- Live plants and trees exceeding two feet
- Candles (lit or unlit)
- Candle wax burners
- Incense (lit or unlit)
- Incense Burners
- Oil lamps (lit or unlit)
- Plug in air fresheners

Painting of University Property

Pets

(except fish in accordance with Residential Life and Housing policy)

Smoking Devices

- Hookahs
- Vaporizers

Wireless Routers

Any other item which the university determines to pose a risk to the safety or wellbeing of residents. Prohibited items may be confiscated at the discretion of the department.