

RESIDENCE LIFE COMMUNITY GUIDE



Life.ColumbusState.edu

The Department of Residence Life at Columbus State University is dedicated to ensuring that your time living with us is like no other. We strive to be a first-choice experience for every student that attends CSU. With our convenient housing locations and staff's focus on your success, both inside and outside the classroom, you are on your way to not only building memories that will last a lifetime, but one that will end with you successfully graduating from CSU!

With our highly motivated and involved professional and student staff working together, we do everything we can to meet the needs of our students. By living in our residence halls, you will be given the opportunity to become involved in several of our on-campus organizations and potentially hold leadership positions in those organizations. Students who live on campus have been found to do better academically than those students who do not. The endless resources provided to our students who live on campus will give you all the tools you will need to graduate, and graduate on time!

These are just a few of the benefits our students receive during their time living with us at CSU. Our goal is to ensure you have a positive, and memorable, experience!

Welcome to CSU and welcome to Residence Life!

Sincerely,

Scott Lundgren

Interim Director of Residence Life Columbus State University



MISSION STATEMENT

To provide an innovative and inclusive community experience that supports the growth and retention of both Residence Life and Columbus State University.

VISION STATEMENT

Residence Life is committed to creating a safe living-learning environment that promotes the growth and development of our students by providing well-maintained facilities, knowledgeable staff and intentional programming. We will support the University and Student Affairs Division by creating an environment in which students can achieve their full potential.

LEARNING OUTCOMES

We recognize that a student's education is not limited solely to what is learned within the classroom and that significant personal and cognitive development occurs inside and outside of the classroom. We provide experiences for students that are guided by intentional learning outcomes in the areas of academic achievement, diversity and civility, engagement and discovery, and personal development.

Academic Achievement

Students will be able to participate in opportunities, experiences, and resources to assist in their academic and personal achievement. Under the guidance of Residence Life Staff, students will be offered programs to develop and enhance study skills, career progression, goal setting, and time management, while also being provided campus resources.

Diversity and Civility

Students will gain experience and skills that will further develop their civility amongst various communities. Living on campus will allow residents to participate with many people who are different from themselves, culturally, ethnically, and socially. Under the guidance of Residence Life Staff, students will learn important aspects of communal living, including respect, humanitarianism, awareness, and relationships.

Engagement and Discovery

Students will establish meaningful connections with peers by becoming actively involved in the shaping of their residential, campus, and city-wide

communities. They will be encouraged to discover experiences outside the classroom setting that will expand their knowledge and perceptions beyond their individual considerations. Under the guidance of the Residence Life Staff, students will learn to participate socially, develop an interest in community service, gain social responsibility, understand campus culture, and learn how to participate in the world outside of campus life.

Personal Development

Students will be given the opportunity to gain life skills and character knowledge. Under the guidance of Residence Life Staff, students can develop independence, self-advocacy, competence, coping skills, wellness, safety, and maintaining healthy relationships.

RESIDENCE LIFE STAFF

Director of Residence Life

The Director of Residence Life is responsible for the overall management of the Residence Life program.

Assistant Director of Residence Life

The Assistant Director of Residence Life is responsible for the day to day management of the residential facilities, occupancy management, key control, summer camps and conferences, and Residence Life safety compliance and prevention.

Senior Residence Life Manager

The Senior Residence Life Manager oversees all residential education and community development initiatives for the housing areas. The Senior Residence Life Manager is also responsible for student staff training, selection, and recognition and advises the Residence Hall Association.

Systems Administrator

The Systems Administrator is responsible for managing the housing assignment and meal plan software, the accounting associated with assignments, the design and maintenance of the My Housing Portal, and the implementation of all move-in day events.

Communication Coordinator

The Communication Coordinator oversees the marketing efforts for the Department of Residence Life.

Residence Life Coordinators (RLC)

RLCs are full-time professional staff members who oversee a residential area of campus. RLCs supervise the resident assistant staff, monitor the upkeep and maintenance of their area, provide support to residents, and promote community development.

Graduate Assistant (GA)

The Graduate Assistant is responsible for helping fulfill the Department of Residence Life's mission to create a safe and secure living environment that promotes the social and personal development of our students while working on their master's degree.

Faculty in Residence (FIR)

Faculty in Residence are full time faculty members who live in Clearview Hall and in Broadway Crossing. They are an additional resource for residence and put on co-curricular programming.

Community Advisor (CA)

Community Advisors are student staff members that assist residents in their transition to college, provide peer counseling, connect students to University resources, and provide structured opportunities to interact with other members of the community through programs.

Housing Assistant (HA)

Housing Assistants are student staff members that oversee the front-desk operations of each community 24 hours per day. Housing Assistants are trained to respond to emergencies in conjunction with University Police and Residence Life Staff, as well as assisting students locked out of rooms, noise, documenting potential policy violations and oversight of the community after business hours.

Conference Leader (CL)

Conference Leaders are summer student staff members that assist in the overall implementation and success of the implementation of summer camps and conferences.

HOUSING OFFICES

The main Residence Life Office is located on Clearview Circle on our Main Campus off of University Avenue. The Courtyard at CSU Residence Life Office is located at 3815 University Avenue. The entrance is just past the Main Campus entrance heading toward College Drive. The RiverPark

Residence Life office is located at 1011 Broadway. There is an entrance to the RiverPark office next to University Police and in the courtyard between Columbus Hall and Broadway Crossing.

OFFICE HOURS

Main Office and Front Desk Areas: Monday-Friday 8:00am - 6:00pm

Housing Assistant on Call: Monday-Friday 6:00pm-8:00am,
Saturday and Sunday 24 Hours

Residence Life Coordinators: RLCs are available in their offices during weekday business hours. All RLCs have an open-door policy and are available via email. All contact information can be found on the Residence Life webpage at Life.ColumbusState.edu.

LIVING ON CAMPUS

Resident Responsibilities

It is the responsibility of residents to understand and act in accordance with the directions and policies as outlined in the *Housing Contract* and the *Student Handbook*, as well as official e-mails and other written/verbal correspondence issued by the department or its agents. In the event of a conflict between the rules and regulations in this Community Guide and the contract, the conditions of the contract shall prevail.

Students are expected to act in accordance with all local, state, and Federal laws. Alleged violations of law may be referred to the appropriate court or law enforcement official. Violations of laws may also result in disciplinary action by Columbus State University.

Students who have questions about policies are encouraged to contact the Department of Residence Life or the Office of the Dean of Students.

Community Living Standards

The University environment is a diverse setting with people from many different opinions, beliefs, knowledge, abilities, cultures, races, socio-economic statuses, sexual orientations, and backgrounds. The opportunity to learn from those who are different from you is an important component of your college experience. We encourage positive interactions and relationships and acceptance and appreciation of all people, regardless of their similarities or differences.

Roommate Rights and Responsibilities

Living with a roommate is a defining experience in a student's college career. You will learn shared responsibility, conflict resolution, compromise, and in many cases, you will be exposed to a diverse populace. Unlikely friendships grow every day, and this is a key factor in growing a Residence Life community. Here are a few tips you may find helpful in getting along with your roommate.

- ❖ Be honest in sharing your values and lifestyle on your roommate matching questionnaire and while talking with possible roommates. Parents, please allow your student to answer these questions and encourage them to be honest.
- ❖ Communicate at appropriate times when something is bothering you (holding it in often creates resentment).
- ❖ Living with a roommate is all about compromise. Each person cannot have his/her own way every time on every issue. Learning how to be flexible and what you are willing to give up is key.
- ❖ If you are having roommate conflicts, ask our Residence Life staff (Housing/Community Assistants, Residence Life Coordinators, etc.) for help. Our staff is trained to help with these issues. In extreme circumstances, if space allows, we may ask students to relocate to a new room if conflict continues, as we do recognize that not all roommates are compatible, but this is only done as a last resort.

All roommates have the right:

- ❖ To read, study, and sleep free from excessive or unwarranted noise and interference
- ❖ To a clean and secure environment
- ❖ To privacy
- ❖ To be free from fear and intimidation
- ❖ To be free from ridicule or peer pressure because of one's personal decisions or values
- ❖ To be treated with respect
- ❖ To be asked before one's possessions are used
- ❖ To a room free of policy violations and/or criminal activity
- ❖ To report policy violations and/or criminal activity without retaliation

All roommates have the responsibility:

- ❖ To respect one another's privacy
- ❖ To respect differences and to be kind and civil
- ❖ To engage in open communication with roommates

- ❖ To keep their living space clean
- ❖ To lock doors and maintain personal safety and security of possessions
- ❖ To not loan or share access card or key and to report lost card of key immediately to University Police
- ❖ To maintain a comfortable environment for studying, reading, and sleeping
- ❖ To ask before using a roommate's belongings and to treat belongings with care
- ❖ To enlist the assistance of a Residence Life staff member when conflict is beyond your control.
- ❖ To abide by all University and Residence Life Policies and to follow all local, state, and Federal laws

GENERAL INFORMATION & AMENITIES

Air Conditioning and Heating

Air filters are changed by each area's maintenance team. Thermostats are to be set at 72-76 for cooling and 68-72 for heating. Setting temperatures outside of these ranges may result in loss of heating or cooling due to system failure. If the utility bill for an apartment is inconsistent with the cost of other apartments, the residents may be charged.

Bed Rails and Lofted Beds

Beds that originate higher than 36' have bed rails installed prior to Move-In. Students are able to request a bed to be raised or lofted, and upon completion, a bed rail will automatically be installed. All students regardless of bed height are able to submit a work order in the Housing Portal and a bed rail will be installed free of charge. Students are not permitted to loft beds; this must be completed by housing personnel to ensure proper installation.

E-mail Communication

E-mail is Columbus State University's official method of communication. The Department of Residence Life regularly communicates important information and updates to students via their CSU e-mail accounts. Residents should check their e-mail account regularly for important housing information regarding room sign-ups, events and activities, check-out procedures, conduct notifications, and other announcements.

Housing Cancellation and Refund Guidelines

Residents should refer to their completed housing contract and/or the

Residence Life webpage for detailed information regarding housing cancellation and refund guidelines. If there are any questions, please contact the Residence Life main housing office at 706-507-8710.

Housing Eligibility

Only currently enrolled Columbus State University students who are registered for at least 1 credit hour are permitted to reside in University housing.

Internet Access

Wired and wireless internet access is provided in all housing areas. Power strips with surge protectors are required for all computer systems for protection from storms and electrical surges. Residents are highly encouraged to install updated virus protection software on all personal machines.

Personal wireless access points are prohibited in CSU residential areas (With the exception of Fontaine where students will need to bring a personal router to access Wireless Internet.) If personal wireless routers are discovered on the network, University Information and Technology Services may block the IP or MAC address of the router and will contact the student who may be referred to the student conduct process.

Residents are expected to comply with the ResNet acceptable use policy. The policy is located online at infosec.columbusstate.edu

Laundry

Laundry is provided free of charge and is located in each housing area. The machines are for the use of residents only. Laundry rooms are open 24 hours a day.

Maintenance and Repairs

If a resident is experiencing a non-emergency maintenance or internet connectivity issues, a resident should submit a maintenance request online via the [My Housing Portal](#) or by contacting the Residence Life Office at (706) 507-8710.

If an emergency maintenance situation occurs (e.g. broken water pipe, broken AC during extreme temperatures), please contact your communities' front desk or Housing Assistant.

Pest Control

Each apartment is treated regularly for pests. Residents are expected to assist in pest control efforts by keeping their apartment clean. Residents should submit a maintenance request to report pest control issues.

Residence Life Cinema

Residents will have access to Residence Life Cinema which provides free content as long as they are connected to any University internet. New content is uploaded each month.

Semester Breaks

In accordance with the ten-month contract, residents are allowed to occupy their apartments throughout semester breaks with approval from the Residence Life office. The Residence Life office reserves the right to deny requests to remain in housing during those times.

Residents may leave their belongings in their room during breaks. The University assumes no responsibility for items left. Residents are expected to remove all trash, unplug electrical appliances, and secure their bedroom and unit doors before departing. All residents not returning for the spring semester must be checked out of the units 24 hours after their last final exam.

Severe Weather

In the event of a severe weather situation, the Department of Residence Life will communicate with each resident on steps to take to ensure their safety.

Student Accommodations

The Residence Life office will reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations must first register with the Center for Accommodation and Access. The Center for Accommodation and Access will communicate the appropriate housing accommodation needs to the Residence Life office. Students that require an emotional support animal should first contact the Center for Accommodation and Access. For more information, please visit <http://disability.columbusstate.edu/>.

Student Personal Property

Though precautions are taken to maintain adequate security against fire, theft, maintenance emergencies, etc., Columbus State University is not responsible for the loss or damage to a resident's possessions. All residents, or their parents, are encouraged to carry appropriate insurance to cover such

loss. The Residence Life Office can provide information to parents and/or students about renters' insurance upon request. The University assumes no responsibility for theft or loss of a resident's personal property. Residents are encouraged to:

- ❖ Keep their bedroom and apartment doors locked
- ❖ Record the serial numbers of their possessions through the CougarSafe Program in SIS
- ❖ Call University Police immediately to report missing property
- ❖ Take valuables home over breaks
- ❖ Report any suspicious persons or activities to University Police

POLICIES AND PROCEDURES

Alcohol Policy

As Clearview and Broadway Crossing are primarily reserved for traditional-age first year students, consumption or possession of alcohol by guests or assigned residents, regardless of legal drinking age, is not permitted at any time in or around the facilities. Possession of alcohol containers for decorative purposes is strictly prohibited, as bottles may be considered evidence of consumption.

In Columbus Hall, The Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by residents of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not possess alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit.

Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.

Appliance and Equipment Restrictions

- ❖ The following appliances and items are prohibited:
 - Outdoor grills, hotplates, space heaters, halogen light bulbs, refrigerators larger than five cubic feet, antennas and satellite dishes, multi-plug adapters, resident owned air conditioners, live trees, grass, straw, and sand.

- ❖ The following items are allowed for cooking in kitchen areas: Crock pots, toasters, sealed unit popcorn and coffee makers, compact microwave ovens (1.0 cubic feet maximum and 700-watt maximum power), and small electric grills not exceeding 760 watt maximum power. Deep fryers may be used if they have a lock down lid and an automatic shut off when overturned.
- ❖ Only UL approved extension cords, 8 feet long or less are permitted, and no more than one extension cord should be utilized per room. Only one extension cord should be used to connect an appliance and extension cords should not be connected in a series. Residents should utilize outlet adapter strips with built in circuit breakers when the desired number of appliances exceeds the number of outlets available in the room.
- ❖ Irons may only be used with ironing boards that have a fire-resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged-in to a socket when not in use.

Assignment Policy

Residence Life reserves the right to authorize or deny room changes, to consolidate vacancies, and/or to require a resident to move from a bedroom or apartment to another in order to de-escalate conflict or to complete emergency maintenance. Students may not change rooms without prior authorization from the Residence Life office and may be referred to the University student conduct process if found in violation. A housing application may be denied due to prior conduct issues. Students who are denied housing due to prior conduct issues may appeal the denial by contacting the Dean of Students Office.

Bicycles

Bicycle racks and other designated storage areas are provided to allow for the storage of bicycles. It is strongly recommended that students secure bicycles with a heavy chain and lock. When secured outside, bicycles should only be secured to bike racks, and must not block stairs, hallways, or any other area which would prevent any person from safely evacuating the building in the event of a fire or other emergency. The University can assume no responsibility for the security of bicycles, mopeds, or motorcycles. In RiverPark housing, bicycles are not allowed to be stored in the apartments but must be stored in the designated bike rooms. All bikes left abandoned will be held for 30 days before being disposed of. Residents are not permitted to leave bikes on campus during periods in which they are not enrolled.

Business from Resident's Room

Residents are prohibited from operating any organized business from their apartment or using their address for business purposes. This includes, but is not limited to babysitting, tutoring, tattooing, online business, and private music lessons.

Candles/Incense

The burning of candles and incense is prohibited, as they are a serious fire hazard. Burned candles and incense will be confiscated from apartments if found during health and safety inspections. Acceptable candle burning substitutes include scented wax warmers and candle warmers as long as the candle wick has been removed. Decorative candles are also permissible if the wick has been removed.

Cooking Safety

Residents should remain in the kitchen when frying, grilling or broiling food. Residents should remain in the home and should use a kitchen timer when simmering, baking, roasting, or boiling food. Residents should never cook when they have been drinking alcohol, when they have not had adequate sleep, or when they have taken medication that causes drowsiness. All items that could catch fire should be kept away from the stovetop and the stovetop, burners, and oven should be kept clean. When deep frying, residents must utilize a deep fryer with a lock down lid and automatic shut off when overturned. When disposing of grease please put it in a container to cool away from the stove and throw in trash. Do not dispose in the sink or on the ground outside of apartments.

Decorations/Modifications/Alterations/Personal Furniture

Students are encouraged to decorate their rooms in a manner that prevents damage beyond normal wear and tear and that ensures fire safety. Any damage to the ceilings, walls, doors, or fixtures as a result of nails, screws, mounts, adhesives, tape, or stickers will result in a repair fee assessment to the student. Students are not permitted to place any adhesives or stickers on doors or glass. Residents are encouraged to utilize self-stick removable poster mounts when hanging items.

Residents are not permitted to alter, repair, remodel, and/or paint the premises or equipment. No ceiling fans, light fixtures, or similar equipment may be affixed to ceilings or walls. Residents may not change any locks for their room or apartment or relocate any moveable equipment, such as stoves or refrigerators. Residents shall not obstruct the entry or exit path of a

bedroom, unit, breezeway, or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

Residents may not alter furniture in any way or construct or install lofts. No waterbeds or personal mattresses are permitted. Removal of bedroom or living room furniture or equipment is prohibited. Residents will be assessed for damaged or missing furniture.

Fire Alarms/Drills

In the event of an alarm, each person is expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress. Residents must move 500 feet away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact the Residence Life office. The Residence Life staff will share this information with police and fire personnel so that they can provide assistance. Fire drills are conducted in each residential area at least once a semester. Residents should follow the same procedures for fire drills as they would with any fire alarm.

Fire Safety Equipment

Residence Life features a fire alarm system with alarm pulls, horns, and strobe lights on each floor. In addition, each apartment has smoke detectors and/or sprinkler systems in the living room, hallway, and bedrooms, and a dry chemical ABC type fire extinguisher in the kitchen. Residents are required to notify Residence Life Staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment or causing a false alarm is a violation of state law and will result in referral to the University student conduct process.

Hallways, Stairs, Breezeways, Decks, Balconies, and Patios

All stairs, breezeways, decks, and patios must be kept clean and free of obstruction at all times (this includes all sports equipment). For units with private balconies or decks, outdoor furniture may be placed in the area as long as it does not obstruct entrances/exits. No University provided furniture is allowed in any outside area or is allowed to be removed from its designated apartment. This includes, but is not limited to chairs, tables, desks, mattresses / mattress frames, and couches.

Additionally dirt, trash, garbage, or waste should not be swept onto or over balconies, patios, or breezeways. The University reserves the right to remove any obstructions that may create unsafe or unsightly conditions.

Items should not be thrown off of or onto any deck, balcony, or patio and items should not be thrown out of or into any window. Entering or exiting a residence hall or apartment through a window or from a balcony is prohibited except in case of emergencies.

Keys and Access Cards

Residence Life uses a lock key or scan card deadbolt system. These systems are designed to provide a high level of security for residents and their property. All housing areas utilize an access card system in addition to keys. In most cases, residents' University ID cards will serve as the access card. Keys are the property of Residence Life and must be returned when the apartment is vacated. Duplication of keys is prohibited. If a key is lost, residents should contact their area Residence Life Office immediately. The Assistant Director of Residence Life will determine if a new key can be issued or if the locks need to be changed. A \$25 charge will be assessed to replace each lost key, or a \$100 charge will be assessed to change the locks. A \$15 charge will be assessed to replace any temporary access card that is issued. Auxiliary locks may not be installed, nor may residents modify or tamper with an existing lock. Residents are not allowed to give or loan their keys or access cards/IDs to anyone at any time.

Residents must lock their doors when leaving their room and keep their key or access card/ID with them at all times. Residents should contact their Residence Life office or HA on duty for “lock-out” assistance. Residents will receive three (3) lock-outs free of charge. After the third lock-out, a \$25 charge will be assessed for each additional lock-out. Multiple lockouts may result in referral to the student conduct system.

Required Resident Meetings

Residence Life may require residents to attend informational and/or safety meetings. Failure to attend a required meeting may result in a fee assessment of \$25.00.

Parties

Residents are prohibited from having more than four (4) guests per apartment. Residence Life activity areas may be reserved for gatherings by contacting the Main Campus Residence Life office or the RiverPark Housing office. No more than one (1) guest per resident are permitted on balconies at on time.

Pets

Pets are prohibited inside of any residential area with the exception of small aquariums (10 gallons or less) with fish only, provided they are kept clean and free from leaks. Residents should refrain from feeding and making contact with stray animals.

Quiet Hours

Quiet hour is a term used to designate times set aside for study and sleep, when noise, including outside activity, is to be kept to a minimum. Quiet hours are in effect daily from midnight until 7:00 am. During finals periods, quiet hours are in effect 24 hours a day.

Out of courtesy and respect for roommates and neighbors, a reasonably quiet environment should be maintained in all residence halls and apartments at all times. A reasonably quiet environment is defined as an environment in which noise does not carry from one area to the other. This includes rooms, hallways, and stairwells. Residents have the right to ask another resident to lower their volume, even when quiet hours are not in effect

Room Entry by Staff and Room Inspections

The University reserves the right to enter a room at any time to ensure compliance with safety and health regulations, to provide pest control, to conduct routine maintenance checks, to complete cleaning or maintenance, to maintain a secure and quiet environment where students can sleep and study, and/or to conduct an inventory of university property. A room may also be entered by Residence Life staff if danger to life, health, or property, or if illegal activity and/or violation of University rules and regulations are suspected. Student rooms and apartments may be searched for legal cause by civil authorities in compliance with state and Federal guidelines.

Several health and safety inspections will be conducted each semester by the Residence Life staff for safety, health, maintenance, cleanliness, and inventory purposes. Residents are responsible for maintaining their living areas in a clean and orderly condition. If conditions are found to be unacceptable during the inspections, residents will be notified and given the opportunity to correct the problems. Residents who do not correct health and safety concerns addressed by the Residence Life staff will be referred to the University student conduct process.

Residence Life Staff may perform Health and Safety Inspections utilizing the housing software and allowing students to upload pictures of the space

to ensure proper protocols are met. Staff will only enter apartments in the event that there is non-compliance, or if a safety device has been tampered.

Security Gate Access and Visitor Parking

Clearview, the Courtyard, and Maryland Circle

The Courtyard has security gates surrounding the housing area. Residents must utilize their Columbus State University ID card to gain entry. No one permitted to proceed through a gate behind an authorized vehicle without scanning their University ID or being scanned in by their host at the access station. Residents will be held responsible for any damage that occurs to the gate as a result of driver error.

RiverPark Campus

All RiverPark students may park in the 3rd, 4th, or 5th floors of the parking garage located directly behind Broadway Crossing and Columbus Hall (1005 Front Ave. Columbus, GA 31901). Students who live in Fontaine Hall may park on the 2nd floor of the parking garage in the designated spaces. Students must utilize their Columbus State University scan card to gain access to the parking garage. All Residents who reside in the One Arsenal Housing area may park in the University lot located in the rear of the building. Visitors must utilize public parking as designated by the City of Columbus and are not permitted to access the CSU student, faculty, or staff parking areas.

Signs

Signs, notices, and bulletin boards posted by the Residence Life staff are not to be removed or defaced. All outside flyers and advertisements should be delivered to the corresponding housing area's Residence Life Coordinator to ensure proper placement in approved areas.

Solicitation

All outside flyers and advertisements should be delivered to the Residence Life Coordinator of the associated community to ensure proper placement in approved areas.

Sports Activities

To avoid injury or damage to property, throwing objects such as footballs, baseballs, volleyballs, golf balls, frisbees, etc. are prohibited inside or around buildings or in the parking areas.

Trash

Residents should remove all trash from the apartment and place it in the dumpsters or trash receptacles. Trash is not allowed to accumulate in or outside the apartment. All trash is to be placed inside the dumpsters, not beside them. Anyone found littering the grounds with trash will be subject to disciplinary action.

Unauthorized Entry or Use of University Facilities

No resident shall make or assist in unauthorized entry into, or use of any, University facility, building, office, attic, or onto any roof or other University property. Residents shall not enter other residents' rooms/apartments to which they have been neither assigned nor invited. Failure to adhere to this policy may result in a referral through the university student conduct process.

Visitation Policy

Guests

Residents will be held accountable for the actions and conduct of their guests and are responsible for informing their guests of all University and Residence Life policies and regulations. Guests must remain with the inviting resident at all times.

Cohabitation

Cohabitation is strictly prohibited and is defined as a visitor spending an excessive amount of time in a unit, house, or room that he or she is not assigned to.

Overnight Guest

An overnight guest is defined as any person present inside or around a unit between the hours of 1:00 a.m. and 7:59 a.m. who is not assigned to live in that specific unit, even if he/she lives in on campus housing. Residents must sign in overnight guest through the link in their MyHousing Portal.

*Guests are permitted to stay for up to two consecutive nights, but no more than four nights in a calendar month. No more than four guests may be hosted overnight within a unit on the same night.

To Sign in a guest log on to your MyHousing Portal and fill out the Guest Sign-in under the forms section. See the Security Gate Access and Visitor Parking Section for information about Visitor Parking Passes.

- The resident must escort the guest at all times and the guest must not be left unaccompanied at any time.
- If you are not a resident assigned to the unit you are in after 1:00am, the form needs to be filled out.

Under 17

Any person under the age of 17 must be accompanied by a parent or legal guardian at all times, unless that person is a student.

NOTICE OF NON-DISCRIMINATION UNDER TITLE IX POLICY MEMORANDUM

POLICY MEMORANDUM

Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. As recipients of federal assistance, Columbus State University is required to comply with Title IX. As such, the institution does not discriminate on the basis of sex in the education programs and activities it operates including admission and employment. Prohibited sex discrimination includes sexual harassment and sexual violence such as sexual assault, stalking, and domestic and dating violence.

Title IX complaint procedures can be found in Columbus State University [Sexual Misconduct Policy](#) for complaints against non-students. Questions about this Notice and Title IX application at Columbus State University, contact the Title IX Coordinator and/or the Department of Education Office of Civil Rights Assistant Secretary, as provided below.

CSU Interim Title IX Coordinator

Sarah Secoy, Interim Director of Center for Accommodation and Access/Title IX Coordinator

Schuster 110, Columbus, GA 31907

(706) 507-8757

secoy_sarah@columbusstate.edu or TitleIX@columbusstate.edu

Deputy Title IX Coordinator

Dr. Aaron “Chip” Reese

Associate Vice President of Student Affairs

Student Rec Center 242

Columbus, GA 31907

(706) 507-8652

reese_aaron@columbusstate.edu

Deputy Title IX Coordinator

Shanita L. Pettaway, J.D., Ph.D.

Contracts Manager and Policy Coordinator

Richards Hall 206

Columbus, GA 31907

(706) 507-8904

pettaway_shanita@columbusstate.edu

U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online with the agency, you may do so at:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

ADDRESS AND POSTAL INFORMATION**Clearview Hall, the Courtyard at CSU, & Maryland Circle:**

Students may obtain a mailbox assignment by visiting the CSU post office located between University Hall and the parking deck. The address format is as follows:

(Student Name)

Campus Mail Box (CMB) #

4225 University Avenue

Columbus, GA 31907-5645

The following physical addresses should be utilized **ONLY** for emergencies, food delivery, or directional purposes:

The Courtyard - 3815 University Avenue

Clearview Hall - 58 Clearview Circle

RiverPark Housing

Residents who desire a mailbox may register for one by visiting the RiverPark housing office. Students will receive the location of their

mailbox and address information at the time of their mailbox registration. For any large packages, students will be notified via their CSU e-mail account when a package is available for pickup from the RiverPark Housing Office.

USPS, UPS & FedEx Package Delivery Address:

RiverPark Student Housing
(Resident Name)
Apt. #
1011 Broadway 2nd Floor
Columbus, GA 31901

IMPORTANT CONTACT NUMBERS

Main Residence Life Office at Clearview Hall

Office Phone (706) 507-8710

Clearview Housing Community

Housing Assistant on Duty (706) 507-8710

Residence Life Coordinator (706) 507-8739

**The Courtyard at CSU & Maryland Circle
Housing Communities**

Office and Housing Assistant on Duty (706) 507-8778

Residence Life Coordinator (706) 507-8779

RiverPark Housing Community

Office and Housing Assistant on Duty (706) 507-8035

Residence Life Coordinator (706) 507-8712

EMERGENCY NUMBERS

University Police (706) 507-8911

Counseling Center (706) 507-8740

After Hours (800) 715-4225

Sexual Assault Support Center (706) 571-6010