

# Important Housing Information

FMU Student  
Housing Office  
843-661-1330  
843-661-1334

## Orientation 2008

## The Residence Halls

The residence halls provide an excellent living environment for mostly freshmen and sophomore students. This setting promotes the establishment of new friends, develops community-living skills, and provides academic enrichment designed specifically for first-year students.

The university has 6 residence hall buildings situated in two complexes. Palmetto Hall, Swamp Fox Hall and Marion State Hall form a courtyard with the Ervin Dining Hall. Belle Isle, Snow Island, and Ellen C. Watson Hall form a courtyard around the Allston Housing Office Complex.

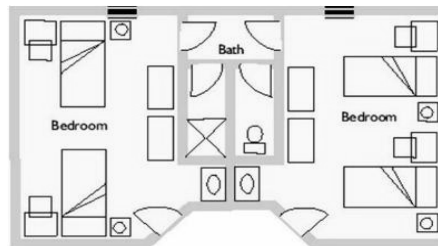
Every residence hall floor is secured by an electronic "Intelli-Key", which allows only residents of that floor to enter.

The halls are designed as small living communities of about 40 students per floor.

A Resident Assistant is assigned to every floor to serve as a resource for students, providing information, oversight, and activities for the residents.

### Furnishings and Amenities

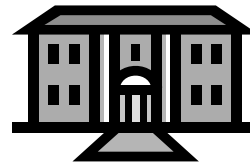
- \* Extra-long single size beds & mattress
- \* Wardrobes
- \* Study desks and chairs
- \* Carpeted floors
- \* Window treatments
- \* Telephone with local and campus access (one per room)
- \* Basic cable television service (one per room)
- \* High-speed internet connection (two per room) with access to the University computer Network



Residence hall suite.

Consists of 2 bedrooms (2 students to a bedroom) with an adjoining bathroom shared by 4 residents.

## The Allard A. Allston Housing Office Complex



The Allard A. Allston Housing Office complex is located in the courtyard of Belle Isle, Snow Island, and Ellen C. Watson residence halls.

Office space for the housing staff, a service desk, restrooms, a meeting room, tutoring center, and study room are located in the complex.

Other amenities include a microwave oven, vending machines, and a copy machine.

Services include maintenance requests, room change requests, package pick-up, key services, vacuum loans, and general residential student assistance.

### Office Hours

During Fall and Spring semesters the office is open

Monday—Friday

8:30 a.m.—5:00 p.m.

We do follow an adjusted summer work schedule. Please call for more information.

### Living On-Campus—

- ◆ You have convenience to: extracurricular activities, academic buildings, library, computer labs, recreations, dining facilities, and parking
- ◆ Access to programs designed to be fun while supporting the educational mission specifically for on-campus students.
- ◆ Living on-campus allows students to connect with each other, and the University, in a way that many off-campus locations cannot.
- ◆ On-site staff members trained to provide oversight, support, and assistance when necessary.
- ◆ On-site security provided by the FMU Campus Police.
- ◆ Multiple housing options designed to allow flexibility as you progress throughout your college career.

### Inside this issue:

Student Mail Service	2
Keys and Lock-outs	2
Maintenance Repairs	2
Community Center	3
Resident Assistants	3
Roommates	3
Community Standards	4
General Housing Policy	4
Roommate Discussion Guide	5
Roommate Expectation Guide	6
Moving In	7

# Student Mail Services

Each resident is assigned a campus number and a key to his/her mailbox. Mail will be delivered to mailboxes each day (Monday through Friday) by 5 p.m.

Check your mailbox each day to receive US Postal Service deliveries and official FMU correspondence. Failure to check mailboxes will not excuse residents from any responsibilities which were communicated by official university correspondence and posted to mailboxes (e.g. newsletters, letters from university offices). Messages may be placed in mailboxes when residents cannot be reached by telephone.

Outgoing mail with proper postage may be placed in either of the U.S. Postal Boxes located on campus or taken to the Mail Center in the Office Service Building. Postage stamps are available for purchase in the Mail Center; however, envelopes and other packaging are not provided. Postal mailboxes are located behind Newton Apartment Building and near Marion State Residence Hall. An intra-campus mailbox is located in the Housing and Residence Life Office along with an off-campus box.

There is a set of student mailboxes conveniently located in each residential area.



Your address is -

Resident's Name

Campus # \_\_\_\_\_

5130 E. Palmetto Street

Florence, SC 29506

For the most efficient delivery of your mail, refer to the sample address listed above

# Keys and Lock-outs

## Lock-Outs

If you are locked out of your apartment or residence hall room come to the Housing and Residence Life Office during business hours to sign out a loaner key that you can keep up to one hour. After office hours, weekends and holidays contact the Resident Assistant at the Community Building (661-4672—GORA) for assistance.

**A room or apartment can only be opened for the assigned occupant. Positive identification is required, and there is a small charge for this service.**

## Lost Keys

Residents are expected to carry keys at all times. Caution—for your safety and security, do not lend keys to anyone. Lost room, apartment or mailbox keys should be reported immediately, and replacement keys will be issued by the Housing staff. For your protection, the locks will be changed, and new keys will be issued. There will be a replacement cost for lost keys and lock changes; however, residents will be billed at a later date to avoid delay in receiving new keys.

# Maintenance Repairs and Services

Any problem with facilities should be promptly reported in writing to the Housing and Residence Life Office. Housing Work Order/Service Request Forms are available in the office, Community Center or from your RA. They are used to describe services needed, schedule an appointment to be present, and/or authorize entry into room/apartment in absence of the resident.

Emergency situations requiring immediate attention is an exception to

this policy and should be reported without delay to the Housing and Residence Life office or a Resident Assistant by telephone, if necessary.

Routine pest control and heat/air conditioning services are provided on a regular basis; however, residents should notify the Housing and Residence Life staff or RA if a problem is noticed. Service representatives will be accompanied by Maintenance Staff.



All repairs and services will be made as promptly as the resources and priorities of the university staff permit. Service not performed with reasonable promptness

should be reported to the Housing and Residence Life Office.

# The Forest Villas Community Center

The Forest Villas Community Center is available for use by all Francis Marion University students. Amenities include a commons room with a large screen television, DVD player, music system, various seating areas, Information Desk, laundry room, vending, small meeting room, restrooms, and fitness center.

The Community Center can be reserved by on-campus residents and student organizations for various functions. This is also a place where the Resident Assistants hold many of their programs and meetings.



To provide service to students after regular business hours, the Office of Housing and Residence Life operates an information and service desk during evening hours throughout the Fall and Spring semesters, staffed by Resident Assistants who are one duty. Students may contact the desk by dialing ext. 4672 (GO-RA) for assistance with lockouts, emergency maintenance, noise, or other issues.



## Community Center Hours—

### Seven Days a Week

Fall / Spring  
noon—11 p.m.

Summer  
5 p.m.—11 p.m.

## Resident Assistants—Student Staff Members

The RA is a student like you, but also a staff member trained to help you learn about life at FMU and in your residential community. The RA can serve as resource, support and guide. He or she is neither a police person nor parent. The RA works to create a community atmosphere of mutual respect and a sense of individual responsibility as well as encourage opportunities for learning, growth, friendship and socialization. RAs and residents alike share in the effort to maintain a strong sense of community.

**RAs are wonderful resources for our residential students. While they may not be able to answer every question that arises, they can probably find the answer quickly.**

When a failure to abide by established policies occurs, the RA has a responsibility to become involved in the process of educating residential students about the accountability and responsibility for their choices and

actions.

In the Residence Halls, there is typically one Resident Assistant assigned per floor, while in the apartment complexes, RAs are assigned to serve the entire complex. Resident Assistant responsibilities include housing administration (resident check-in, maintenance reports, reception desk, lock-outs, etc.), programming/activity planning, crisis response, policy enforcement, community development, and serving on-call to respond to after-

## Roommates and Communication

Successfully living with another individual in close quarters requires communication, cooperation and compromise. For many college students, this is the first time they have shared a room with another person on a semi-permanent basis. A roommate/suitemate relationship, like any other, needs each individual to work at and care about making the relationship work. The key to a successful relationship is open communication before any conflicts or problems arise. It is a good idea to discuss issues and set basic standards that establish a respectful atmosphere in the room. Some issues you may wish to discuss include guest

visitation times and behavior, noise level/study time, cleanliness, taking messages, borrowing personal belongings, sharing (food, stereo, TV, etc.), privacy, smoking/substance use, "morning" vs. "night" orientation.

A few minutes of discussion, sharing thoughts and feelings, and consideration



for the other person early in the roommate relationship can often avoid hours and days of heartache and frustration later.

If conflict arises between roommates/suitemates, the individuals should discuss the situation. If the situation is not resolved, it should then be addressed with the RA. The RA will facilitate more open discussion and assist in a resolution of the disagreement. Continued difficulties may be referred to a professional staff member in the Housing and Residence Life Office. The director may require other action or the relocation of students if necessary.

# Community Standards

Everyone in the community must respect the rights of others and make choices to maintain a safe and secure environment that allows all residents to pursue their academic goals. There are also some standards in the form of established policies that have been set forth for which you will be accountable. These include, but are not limited to, University Housing and Residence Life Policies, the Code of Student Conduct, and the University Alcohol and Drug Policy. These policies can be found in the FMU Student Handbook and other university publications.

## What happens when standards are not met or a policy is violated?

Ideally, all members of the community encourage one another to live by the standards and policies set forth. However, when infractions occur, individuals must take responsibility for their choices. A disciplinary process exists by which individuals are held accountable for their choices and actions that violate policies. Typically, RAs become initially involved in responding to policy violations. The RA then makes a report to the Assistant Director of Housing and



Residence Life, who determines what actions should be taken (which may include referral to the Office of Student Affairs - see Code of Student Conduct in the FMU Student Handbook). When an RA or other university official, confronts a possible violation of university policy, everyone involved is expected to comply with their requests. Failure to do so will result in disciplinary action.

# General Housing Policies

## Fire Hazards

NO open flames or flammable liquid (e.g., oil lamps, candles, gasoline, incense, halogen lamps).

Due to an order from the office of the fire marshal, furniture must not be rearranged in residence hall rooms.

## Appliances

NO appliances with heating elements are allowed in the Residence Halls (e.g., coffee pots, hot plate, hot pot, toasters or toaster ovens, cooking coils, George Foreman type grills, window air conditioners, outdoor grills, and space heaters)

## Pets

NO pets - not even fish - inside the facilities or outside in the residential common areas

Students found with a pet or animal will be required to remove the pet immediately and will be subject to disciplinary actions and a fee assessed for any pest control or cleaning costs.

## Windows / Balconies

It is prohibited to enter or exit through the windows.

Screens must remain in windows at all times.

## Trash Disposal

Trash rooms are located at the end of each hallway.

Residents are expected to remove all

trash from their rooms on a regular basis. Trash should not be left on balconies, in hallways, or other areas of the residential facilities.

A \$25 fee will be charged if a resident leaves trash outside the room.

## Noise

It is expected that students will not create excessive amounts of noise in the residential areas of campus.

If noise of any type is loud enough to potentially disturb others, it is unacceptable. All residence halls and apartments have 24 hour "courtesy hours"

## Weapons / Firearms / Fireworks

NO paintball guns, air pellet guns, water guns, blades longer than 2"

Could result in removal from the residential facilities.

## Smoking Policy

All residential facilities are smoke free except Palmetto Hall 1st and 2nd floors and apartments are designated smoking by agreement from all four occupants.

If you are a smoker you will be placed on a smoking floor.

Please place any requests regarding smoking / non-smoking rooms with housing on your roommate information sheet.

## Damages

Students must reimburse the University for any damages beyond normal wear and tear, repairs or missing property caused by negligence, misbehavior, and / or related to decorations.

Complete Room Condition Report when you move in to list any existing damages.

## Guest Visitation

Each guest must: have some form of positive ID with proof of age, be 18 years old or older, be escorted by the host resident at all times, not be left in the building while the resident is not present.

Babysitting is not allowed.

Overnight guests of the opposite gender are not allowed.

## Guest Visitation Hours

(non-resident students and opposite gender)  
Sunday through Thursday: 10 a.m.—midnight  
Friday and Saturday: 10 a.m.—2 a.m.

Overnight Guest Visitation forms are available from the Housing and Residence Life Office, your RA or the Community Center. All residents of a room or apartment must sign the Overnight Guest Visitation form.

## Alcohol Policy

No alcohol or empty alcohol containers are allowed in the residence halls—no matter your age. This includes alcohol containers for display purposes.

Violation of this policy will result in a letter sent home to your parents or legal guardian and possible removal from campus housing .

## Drug Policy

The illegal manufacture, possession, use, or distribution of drugs, or the use of drugs for which the holder has no legal prescription is a violation of this policy.

Violations of this policy may result in the removal from campus housing, suspension or expulsion.

# Roommate Discussion Guide

15 MINUTES

About my background...

The way I characterize my neighborhood, my town and the people who live there  
What I was most involved in before coming to college  
What I would like to tell you about my family  
How I would describe the friends I have back home  
The way I characterize my neighborhood, my town and the people who live there  
What I was most involved in before college (high school and community activities)  
What I'll miss the most while being away from home ... what I'll miss the least  
The funniest thing that ever happened to me in high school

15 MINUTES

Some of my personal preferences, habits and characteristics...

The type of extracurricular activities I'd like to become involved in this year (intramurals; student organizations and clubs) are  
This year my study habits may be like  
The grades I hope to earn and how important they are to me  
How much sleep I usually need to function  
How I feel about drinking and drugs  
How important it is to have my room neat and clean  
How I feel about my possessions -like what things it's okay for you to borrow; what things I prefer not to lend to have used  
What I hope to do about dating this year  
How I feel about men/women in the room  
How difficult or easy it is for me to make friends  
How I feel about religion  
The kind of music I like best  
What I like to do in my spare time

15 MINUTES

Some things about my emotional style...

What I am like when I'm down or upset about something  
How hard it is for me to let people know what I am feeling or what I need  
Time when I would prefer to be left alone  
How I usually let people know when I am angry  
What I'm like when I feel pressured  
Something that is likely to annoy me

15 MINUTES

Reactions...

It appears to me that an important similarity between us may be  
I think something I came to realize more clearly about myself in this discussion is

# Roommate Expectation Guide

Sometimes roommates come into a living situation with different expectations about day-to-day activities in the same room. By communicating and making agreements about how those things effect each person living in the room, you will be able to set up an efficient living situation. In addition you are establishing a pattern of open communication for future situations which may arise.

Sit down with your roommate(s) and begin to discuss expectations of living together. You should complete this guide together by agreeing on conditions of the room and your living situation. Hopefully, the time you have spent on this will be a great investment in avoiding future conflicts with you roommate(s)

Paying for jointly used items (food, tissue, etc)

Borrowing/lending items (CD, cell phone, clothing, etc.)

Cleanliness: (common areas: bath, kitchen, living room)

Study arrangement/time (in room, noise level)

Visitors/Overnight guests

Noise levels

Sleeping with windows open/closed/AC and heat temperature

Taking/Leaving messages

Locking & unlocking door

Anything else?

We have developed and agree to uphold these expectations:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

# Moving In—Saturday, August 16th

## What to Bring

- ⊕ Comforter, pillow, pillow cases, blankets, mattress pad / cover, and sheets. (Please note that the mattresses are 80 inches in length or extra long—take this into consideration when purchasing sheets)
- ⊕ Toilet tissue, shower mat, towels, washcloths, toilet bowl brush, and personal toiletries.
- ⊕ Laundry basket / bag
- ⊕ Flashlight / batteries, umbrella
- ⊕ Cleaning supplies—mop, cleaning bucket, dust clothes, cleansers, etc.
- ⊕ Calendar / daily planner
- ⊕ Surge protector, desk lamp, alarm clock, answering machine
- ⊕ Microwave plates, bowls, drinking glasses, and kitchen utensils / silverware
- ⊕ Trash can
- ⊕ Iron and ironing board
- ⊕ Clothes hangers
- ⊕ Seasonal clothing, comfortable shoes
- ⊕ Medications (prescriptions should be in original container)
- ⊕ Refrigerator (no larger than 2.0 cubic feet)
- ⊕ Microwaves (1 per room—no larger than 1.0 cubic feet)
- ⊕ Television, small stereo, and computers are optional

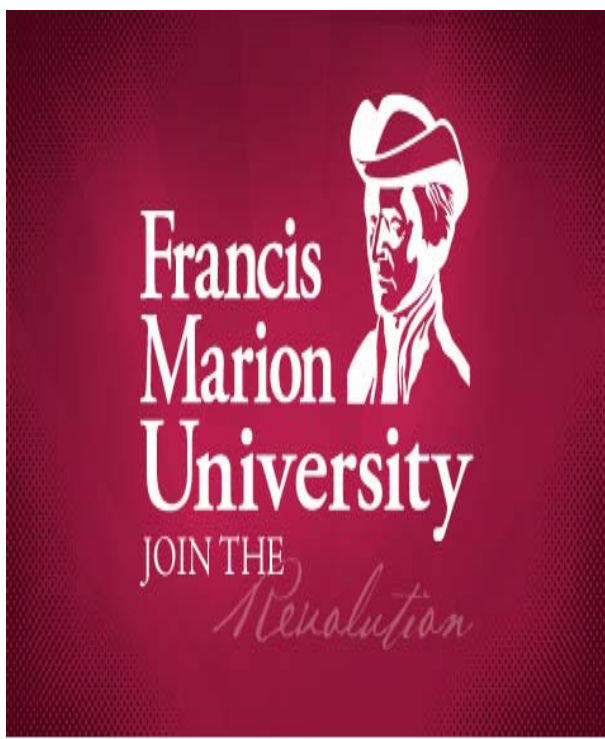
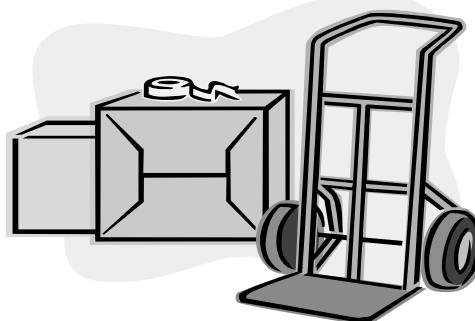
## What NOT to Bring

### Refer back to Housing Policies

- ⊗ Weapons
- ⊗ Illegal Items
- ⊗ Candles, incense, and other fire hazards
- ⊗ George Foreman Type Grills, toaster ovens, open-coil appliances (toasters and hot plates)
- ⊗ More clothing than the storage area provides
- ⊗ More personal decorations and memorabilia than space allows
- ⊗ More than adequate food supplies

**You will want to discuss this list with your**

**roommate and decide on who is bringing which items and what is going to be shared. Remember this is an agreement for the entire semester.**



## Important Things to Do

When you arrive to campus on move-in day you will need to make sure that you pay close attention to some things that you need to do.

- ◆ Come to the Housing Office to pick up your keys.
- ◆ Look for your welcome pack in your room—it will contain very important information such as your FMU Student Handbook, Residential Student Handbook, Welcome Week Activities and your Room Condition Report.
- ◆ Fill out your Room Condition Report completely and return it to your RA or the Housing Office as soon as possible. This is used at the end of the year to determine damages that were already in the room at the time you moved in.
- ◆ Look for the date and time of your mandatory hall meeting on flyers in your hallway—be sure to attend and get more valuable information and meet the other residents of your hall and your RA.
- ◆ Welcome Week Activities—these are a great way to get involved so pick a few or come to them all—they are free and they are lots of fun.