

FLORIDA SOUTHERN COLLEGE

COMMUNITY LIVING POLICIES

2021-2022



FLORIDA SOUTHERN COLLEGE

**COMMUNITY
LIVING**

COVID Clause

Updated August 2021

Due to the COVID-19 pandemic, on-campus residency may be affected for the 2021-2022 academic year. The policies contained on the [FSCares website](#) supersede policies and requirements outlined in this document. Any changes regarding COVID-19 will be communicated through FSCares or FSC staff.

No non-FSC guests will be permitted in residential facilities. Residential facilities will also have capacity limits for the amount of people allowed in each room, suite, or apartment, outlined below:

- Traditional Rooms (JR, Spivey, Barnett, Dell, Miller, Hollis, Jenkins, and Holiday Inn):
 - Maximum of 3 people in a room at a time, no more than 1-2 guests.
- On-Campus Suites (Publix Commons, Jenkins Suites):
 - Maximum of 7 people in a suite at a time, including residents in the suite. No more than 1-2 guests.
- Apartments and Houses:
 - Maximum of 6 people at a time, including the residents of the apartment/house. No more than 2-4 guests.
- JR, Spivey, Dell, Miller, Hollis, & Jenkins Lobby Spaces:
 - Every person needs to wear a mask in the lobby and maintain a 6 ft. distance from other.

Masks are required indoors and physical distancing must be maintained at all times.

Residency Requirement

Florida Southern College has a four-year residency requirement. However, we do recognize that there are some cases when a student should be considered for exemption. Approved reasons for consideration on an exemption from the residency requirement are:

- To be at least 23 years old prior to the semester you are requesting to live off campus
- To be married or have custodial children
- To live with your custodial relative in their primary residence, within a 30 mile radius of the campus
- Will be a part-time student (less than 12 undergraduate hours) for the remainder of college career
- Have fulfilled the four-year campus residence requirement (all at FSC)

Students who meet one of the criteria must complete an [Off-Campus Request Form](#) which is available on the Office of Community Living website. Any student may complete the form, but must await approval *BEFORE* signing an off-campus lease. Denial of the off-campus housing request means that students are still considered a part of the campus residential community and will remain in their campus residential housing.

Apartment or House Eligibility

As students progress through their academic careers at Florida Southern College, they may have an opportunity to occupy a College-owned apartment or house. Students must meet the following requirements in order to be eligible to live in an apartment or house:

- 2.5 cumulative GPA for Garden Apartments, Lake Morton Apartments, Star Apartments and houses; 2.0 cumulative GPA for all other apartments
- Sophomores with at least a 2.0 cumulative GPA are eligible to live in Lake Hollingsworth Apartments and Colony Arms apartments if requested by an upperclassmen student. Sophomores are ineligible to live in Garden Apartments, Star Apartments, Lake Morton Apartments, and houses, with the exception of Hollingsworth Scholars and Honors students.
- Must be 18 years of age or older

The College has the ability to reassign a student's apartment assignment if the student or students significantly neglect to clean the apartment or house, fail to follow federal, state, or local laws, fail to follow Florida Southern College policies, or continually cause significant damage to the apartment or house.

The Office of Student Accountability, Education, and Compliance can also remove a student's residential assignment or eligibility as a sanction as a result of a College or Community Living policy violation.

Rights and Responsibilities of Residential Students

As a campus residential community member, a student can expect and has both a responsibility for and the right to:

- Read and study, free from undue interference in one's room (unreasonable noise and other distractions inhibit the exercise of this right)
- Sleep without undue disturbance from noise or guests of a roommate
- Expect that a roommate will respect one's personal belongings
- A clean environment in which to live
- Freely access one's room and facilities without pressure from a roommate
- Personal privacy
- Host guests who respect the rights of the host's roommate(s) and other community residents
- Address grievances (Office of Community Living staff is available for assistance in settling conflicts)
- Be free from all forms of intimidation, harassment, prejudice, and physical and emotional harm

The policies below are put in place and enforced to ensure that the rights above are afforded to all residential students.

Room Entry & Search Policy

While living in a College residential facility, students should expect reasonable privacy in their living space. However, there are circumstances in which authorized persons using approved procedures may key into a room, suite, apartment or house.

- College facilities and housekeeping staff may enter rooms/suites/ apartments/houses in response to any cleaning or maintenance concerns.
- Student Development staff members may enter rooms/suites/ apartments/houses to perform any health inspections, or respond to any safety or accountability concerns.
- Campus Safety Officers or College-contracted LPD officers may enter rooms/suites/ apartments/houses in response to any safety concerns or to ensure that fire-safety regulations are being met.
- Resident Advisors (RA) may enter a room/suite/ apartment/house in response to any safety or accountability concerns with permission from a Community Living staff member. Resident Advisors may also enter a room/suite/ apartment/house during regularly scheduled Health and Safety Inspections. Your RA will notify you when these inspections will occur.
- Law Enforcement may enter an apartment/house when accompanied by a college official or if invited into the room/suite/apartment/house by its resident(s).

Room Entry & Search Policy (cont.)

By exercising the privilege of enrolling in the College, all students consent to the following and the College reserves the right to:

- Access and/or search a student's campus residential facility room for the purposes of inspection, inventory, custodial service, and protection of College property.
- Access and/or search a student's campus residential facility room and/or possessions to ensure compliance with College Policies and to ensure the welfare and safety of individuals and groups on campus;
- Access and/or search a student's vehicle on college property to ensure compliance with College Policies and rules to ensure the welfare and safety of individuals and groups on campus; and search a student's person and personal effects in the student's possession in order to ensure the welfare and safety of individuals and groups.

Failure to Comply

Residents and guests must present proper identification when requested. Students must comply with any FSC official's request (including, but not limited to: Resident Advisors, Community Directors, Community Living Staff, Student Development Staff, and Campus Safety Officers) when such official is working within the performance of their duties. A notification to schedule and/or maintain an appointment or meeting with a staff member must be honored.

Security, Locks, & Keys

Residents are required to carry their assigned residence key and student ID card at all times. Campus residential facility security is a shared responsibility of all FSC staff and residents. Residents may not prop open or allow doors to be propped open for any floor or building exit door. Doors should not be pulled on or attempted to be forced open. Residents should never allow people who are not their guest into the building or onto the floor. Residents may not borrow or loan keys or student ID cards. Residents must return keys immediately upon check-out or reassignment and must report any lost or stolen keys or student IDs as soon as possible. Residents are responsible for locking and securing their assigned room, suite, apartment, or house.

Tampering with or damaging lock mechanisms is prohibited. Additional locks may not be added to doors or other college property or equipment. Duplication of keys is strictly prohibited and fines will be assessed. Keys may not be stored in lock boxes and should only be used by the person to which they are issued, including chapter room keys.

Lost or stolen keys and ID cards are to be reported to Campus Safety as soon as possible.

Camera Surveillance

Each residential facility on or off campus is equipped with video surveillance cameras. The cameras are in place to ensure and improve the safety and security of students and campus property.

Camera Surveillance (cont.)

Students should expect reasonable personal privacy while living in a Florida Southern College residential facility. Camera footage will however be reviewed by appropriate campus officials in response to a security, safety, or student conduct concern. Cameras are located on the exterior of residential facilities, in residential facility lobbies, or in the halls of Allan Spivey Hall. FSC nor individual cameras will be permitted inside residential rooms, suites, apartments, or houses.

Noise

Quiet hours are from 11 p.m. to 8 a.m.

Each resident is responsible for keeping noise levels to a reasonable level at all times. Noise levels should be low enough so as not to disturb others. Courtesy hours are 24 hours a day. During mid-semester and final exam weeks, quiet hours are 24 hours a day.

Visitation

FSC residential guests are welcome in student rooms provided the guest is escorted at all times. No non-FSC guests will be permitted in residential facilities. Residents and their guests are required to conform to the guidelines and policies established by the College. Residents are responsible for the behavior of their guest and must inform them of Community Living and Florida Southern College policies. All campus residential facilities work on the honor system.

Visitation (cont.)

Abuse of the visitation policy may result in revoking of the visitation privileges in any campus residential facility. Roommate approval is required for any guest. Overnight guests are not permitted at this time.

Residents and/or guests may only use campus residential facility bathrooms designated for use by their respective gender. Private bathrooms in suites, apartments or houses may be used by any guests with consent of suitemates or apartment and house roommates

Overnight Guest Registration

Until further notice, due to COVID-19 and corresponding safety practices, overnight guests are not permitted in residential spaces.

Cohabitation

Cohabitation is prohibited. Only students assigned to a room, suite, apartment, or house may live there.

Cohabitation (cont.)

Cohabitation, as defined by Florida Southern is: Married or unmarried persons, living together or occupying the same living space over regular, repeated, multiple visits.

Firearms, Weapons, Fireworks, Explosives and Flammable Liquids

Possession and/or use of these items or look-a-likes is not permitted anywhere on campus or in campus residential facilities.

Prohibited Items include, but are not limited to:

- Bottle rockets and any fireworks
- Chemical bombs
- Firearms, rifles, bayonet, BB guns, stun guns, and tasers
- Switch blades, hunting/fishing knives, and recreational knives with blades longer than 4 inches
- Medieval weapons, slingshots, nunchucks, martial arts weapons, and bows & arrows
- Interior paint, paint cans, spray paint, and paint thinner
- Propane canisters, lighter fluid, gasoline, gasoline cans, charcoal, tiki-torches, and tiki-torch fuel

Harassment/Intimidation/Invasion of Privacy

Threatening, defaming, or abusive behavior will not be tolerated. This includes, but is not limited to, sexual, racial or religious harassment, intimidation, hazing, pranks, or invasion of privacy. This behavior can also include electronic communication. If you are aware of a situation listed above, we encourage you to report using the [Just Ask Anonymous Report Form](#).

Alcohol

FSC is an alcohol prohibited campus. Alcohol is not allowed in any college residential facility or any other campus facility.

Shot glasses, beer steins, wine glasses and other drinkware related to alcoholic beverages are permitted, however these items will be discarded if being used as part of an alcohol violation. The items below are always prohibited.

Prohibited items include:

- Alcohol bottles, cans, and kegs
- Boxes, containers, bottle caps, or any other item that once held alcohol as packaged
- Drinking paraphernalia such as shot luges, beer bong, keg taps, etc.
- Items set up for drinking games- flip cup, beer/water pong, etc.
- Any alcohol related item for which you need to provide ID to purchase

Smoking

Smoking inside all college buildings is prohibited including the use of electronic cigarettes, vaporizers, or any device that emits smoke or vapor. Persons should maintain a minimum distance of 10 feet from buildings when smoking. Smoking is prohibited on patios, balconies, and entryways.

Theft/Unauthorized Possession of Property

Theft of any kind or the possession of stolen property is prohibited.

This includes, but is not limited to:

- Roommate or student belongings
- Signs such as street, FSC signage, banners, plaques, etc.
- Safety cones
- Hazard barriers
- Any FSC community items
- Any items belonging to the City of Lakeland or any public or private entity

Disruption of the Community Living Environment

Behavior which is disruptive to orderly community living is prohibited.

This includes, but is not limited to:

- Throwing items in the hallway or bouncing balls on the floor/hallways
- Fighting
- Pranks
- Public indecency
- Any other behavior that may cause physical injury or is potentially dangerous to the health and well-being of residents

Pets

No pets are allowed in any residential facility, including apartments and houses. Only small fish are allowed in aquariums 10 gallons or less in capacity. Any animal that has not received approval as an [Assistance or Service Animal](#) is considered a pet and will be documented.

Moving to Another Room

Residents are not allowed to change rooms within a residential community or even within their apartment or suite without prior approval from Community Living professional staff. It is imperative that in case of emergency, the Community Living and Campus Safety offices have an accurate listing of room assignments. Students who improperly change rooms may be required to relocate back to their original assignment and/or be adjudicated for "Failure to Comply" through the Office of Accountability, Education, and Compliance.

Furniture

All furniture provided by the college assigned to student rooms and apartments/houses must remain in the assigned room/suite/apartment/house. No furniture is to be removed from floor lounges or other public areas. Beds may not be elevated from the floor by bed risers, cinder blocks, or any means other than bunk bed units provided by Facilities Maintenance. Bunking pins can be obtained from the Office of Community Living.

Damages

Failure to respect FSC property and any other property that is not your own is prohibited. Individual residents will pay for any charges assessed for damages in their room and shared spaces. All residents may be responsible for floor or community damages and will equally pay for any charges to the floor or community. Damage charges will be assessed to student accounts at the end of the academic year or upon vacancy of the space, and may include any community damages from throughout the year, as well as any damage or cleaning charges assessed to students after vacating their assigned residence.

When public areas are vandalized or College property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Community Living staff member, or Facilities Maintenance staff member will document it.

Repairs, Maintenance, and Construction

The Facilities Maintenance Department of Florida Southern College, or any outside contractors hired by the College oversee any repairs, maintenance, or construction of the College's residential facilities. Attempting to repair, paint, or structurally alter any appliances, living space features, or lobby features is prohibited. Doing so can result in damage or replacement charges.

Repairs, Maintenance, and Construction (cont.)

This includes but is not limited to: Micro-fridges, beds, closets, armoires, furniture, desks, stoves, refrigerators, dishwashers, microwaves, A/C units. Any maintenance requests need to be submitted through the Florida Southern College Facilities Maintenance website. [Maintenance Requests](#) can be submitted to assist with the following:

- Ceiling light bulb replacement
- A/C not functioning properly
- Insect or pest control
- Lock and key repair
- Appliance or furniture repair
- Plumbing concerns
- Broken glass clean up
- Leaks or water build up

Cleaning

Each resident is responsible for the proper care of one's room and shared space. All campus residential facility rooms and shared spaces must remain clean throughout their occupancy and must be returned to the original condition upon vacating the space.

Community Living defines a clean and healthy living environment as:

- Clear pathway between bed, room door, and window(s)
- Residents regularly washing dishes and removing trash to avoid pest and odor issues
 - Trash is to be disposed of in designated dumpsters
- Resident laundry is cleaned on a regular basis

Cleaning (cont.)

Upon vacating a space, residents:

- Sweep/vacuum room, suite, apartment, house
- Wipe down surfaces in room, suite, apartment, house
- Remove all personal items and/or furniture not belonging to the College
- Report any damages or issues to Community Living staff

Failure to maintain a clean and healthy living environment may result in documentation by Community Living staff. Residents may be assessed cleaning charges upon vacating their assigned room, suite, apartment, house if space is not returned to original condition. Room Condition Reports may be submitted when students first move into a space to document any prior damages to avoid additional charges due to damages from prior inhabitants.

Projectiles

The throwing, dropping, pouring, or hanging of anything (including keys and ID cards) from windows, balconies, ledges, and landings is strictly prohibited. Throwing anything at windows and buildings is also prohibited. Residents are responsible for damages and/or clean-up charges that result from this action.

Roofs, Ledges and Balconies

Residents are not allowed on roofs, ledges or balconies at any time.

Windows

Residents may not enter or exit a building through windows. Leaning out of windows for any reason is not allowed. Windows may not be covered except with the blinds installed by the college or personal curtains. Window blinds may not be removed.

Fire Safety

Arson or the setting of fire, tampering with fire safety equipment, falsely pulling fire alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are all violations of state fire codes. Immediate evacuation when an alarm sounds is mandatory. Re-entry into a building before the alarm is silenced and College officials have given residents the all-clear to re-enter is prohibited. In the event of a fire drill, all residential rooms will be entered by Campus Safety and Community Living Staff (including RAs) to ensure that the building has been evacuated.

Candles and Incense

All candles, candle warmers, and incense are prohibited in the residential communities, including college owned apartments and houses. Wax warmers are permitted unless the heating source is an open flame.

Extension Cords/Multi-Plug Adapters

No extension cords are permitted in campus residential facilities.

Extension Cords/Multi-Plug Adapters (cont.)

UL approved power strips with an on/off switch and surge protection are the only multi-plug adapters permitted in campus residential facilities. The power strip must be plugged directly into the outlet and may not be plugged into another power strip. Only one power strip may be used per double outlet.

Decorations

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines and policies. Residents are encouraged to use 3M hangers, sticky putty, or other non-damaging hanging methods for decorations. Hanging decorations from ceilings is prohibited.

Prohibited decorations:

- Contact paper and stickers are prohibited in all residence and public area locations
- Alcohol containers or signage
- Décor containing profanity or inappropriate references is prohibited in all public areas
- Any décor that causes or has potential to cause damage to the residential facilities
- Confederate flags are prohibited in all residential facilities

Window Decoration

No unauthorized decorations may be displayed in room windows. Authorized decorations are limited to:

- FSC apparel/flags purchased through the bookstore.
- Small potted plants

Decorative Lighting

String lights, light strips, fairy lights, and rope are prohibited in all on and off campus residential facilities. Halogen lamps, neon signs, and lava lamps are also prohibited.

Christmas Trees/Holiday Decorations

Live cut Christmas trees are prohibited in all campus residential facilities. Artificial non-pre lit Christmas trees without string lights are allowed in all campus residential facilities.

Solicitation

Any personal or commercial solicitation within campus residential facility areas or public areas is prohibited (violators should be reported to Campus Safety). All vendors must be approved through the Center for Student Involvement in the Rogers Building.

Posting Signs and Information in Public Areas

The Office of Community Living reserves the right to limit the number of materials posted per event or organization to ensure equitable access to limited posting space. All signs must be approved by the Center for Student Involvement via the [Engage form](#) and posted by Community Living staff. Residents are prohibited from posting signs in yard or grass areas outside of residential areas, including residence halls, apartments, and houses.

Cooking

Residents should not leave items unattended on the stove or in the oven at any time. Residents are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.

Appliances

Residents of Dell/Miller/Hollis Halls, Joseph Reynolds Hall, Allan Spivey Hall, Publix Commons/Jenkins Hall, and the Barnett Complex may use appliances that do not have an open coil or open flame heating source. Examples of approved appliances include instant pots, small George Foreman grills, coffee pots, and crock pots.

Prohibited appliances include, but are not limited to, toasters, toaster ovens, air fryers, hot plates, sterno burners, induction burners, and any appliance with an open coil or open flame. All other campus residential facilities are permitted to have any kitchen appliance. All appliances must have an automatic shutoff feature.

Refrigerators and Microwaves

A MicroFridge has been provided in all on-campus residence hall rooms. Residents in these areas are not permitted to bring a refrigerator or microwave to campus. Apartments and houses are furnished with a fridge, but residents in apartments may need to provide a microwave, depending on which community they reside in.

Air Conditioners

Residents may not install air conditioners or ceiling fans in their campus residential facility room. Residents may not plug AC units into any other outlet not designed specifically for the unit. Residents may not open windows when air conditioning units are in use.

Barbecue Grills

Residents are permitted to use charcoal barbecue grills at a minimum distance of 15 feet from all campus residential facilities. Propane grills and accompanying propane tanks are prohibited. The use of grills is not permitted under covered walkways, landings, or balconies. Propane tanks, charcoal, or lighter fluid are not permitted, and may not be stored within any residential facilities.

Bicycles

Bicycles may not be parked in the walkways, hallways, stairways, or entranceways. Bicycles may be stored in student rooms. Illegally parked bicycles will be impounded at the Campus Safety Office.

Bicycles (Cont.)

If a student would like to, they can register their bicycle at Campus Safety. More information about bicycle registration is available at Campus Safety.

Skates, Skateboards, and Other Personal Motorized Devices

Skateboards, inline skates, hoverboards, self-propelled scooters or similar devices may not be ridden anywhere inside campus residential facilities or any campus building. Persons may use these devices on walkways adjacent to the campus residential facilities for transportation only (i.e. no acrobatics) and with due regard for pedestrian walkways.

Recreational Vehicles/Transportation

Motorcycles, mopeds, scooters, and jet skis must be parked in designated areas. Such vehicles may not be parked on sidewalks, under building overhangs, or on patios. Under no circumstances are they allowed in the buildings.

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FLORIDA SOUTHERN COLLEGE

COMMUNITY LIVING RESOURCES

2021-2022



FLORIDA SOUTHERN COLLEGE

**COMMUNITY
LIVING**

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HOW TO SUBMIT A WORK ORDER

Follow these easy steps to submit maintenance requests:

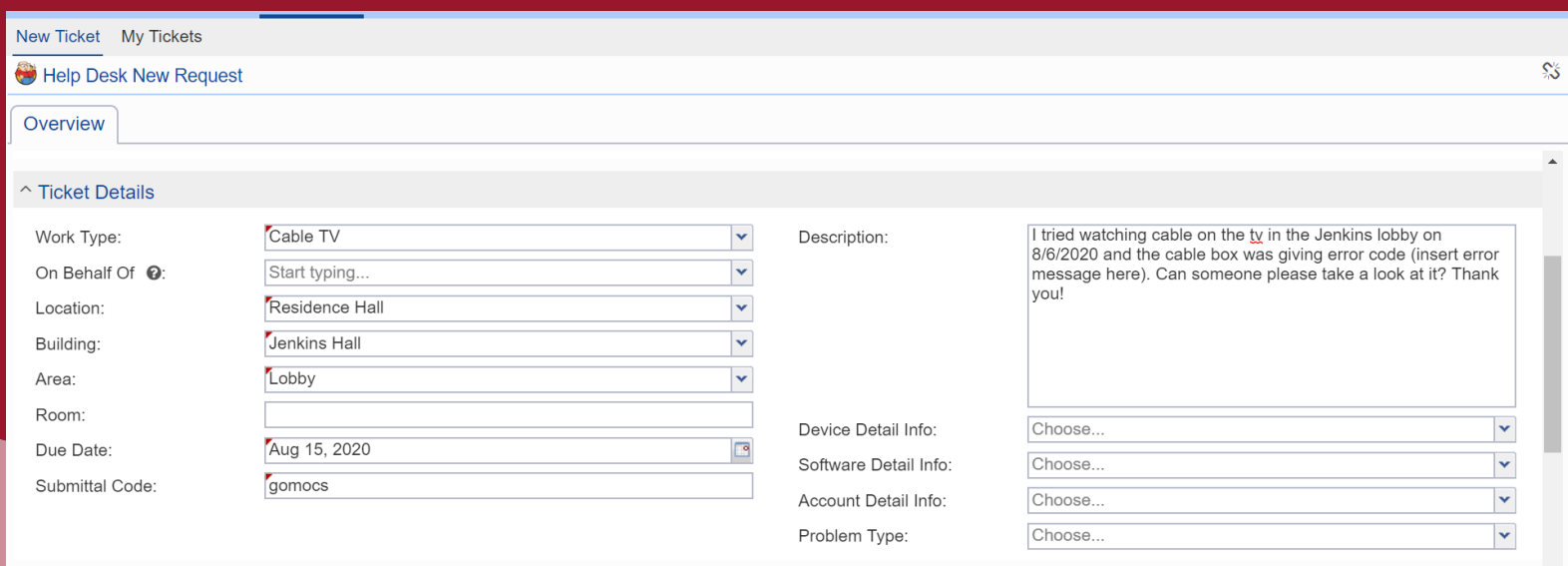
1. Go to <https://www.flsouthern.edu/campus-offices/facilities-maintenance/work-requests.aspx>
2. Click on "Maintenance Request"
3. Sign into SchoolDude, or register if it is your first time submitting a Work Order
4. Fill out your contact information in "Step 1" on the Work Order screen if it is not prepopulated from a previous submission
5. Complete "Step 2" as it pertains to the area for which you are requesting maintenance
6. Complete "Step 3" to select the reason for the request (Ex: Air Conditioning, Lighting, Pest Control, Custodial, etc)
7. Fill out "Step 4" detailing the reason for submitting the request. Please be as detailed as possible to better assist Facilities Maintenance in addressing the request
8. Provide time available for maintenance and a desired completion date in steps 5 & 6
9. Submit your request in "Step 7" with the following password:
gomocs
10. Click submit, and you should receive an email confirmation of your request, as well as emailed status updates

HOW TO SUBMIT AN IT REQUEST

Follow these easy steps to submit an IT request:

1. Go to <https://www.flsouthern.edu/campus-offices/facilities-maintenance/work-requests.aspx>
2. Click on "Information Technology Request"
3. Sign into SchoolDude, or register if it is your first time using SchoolDude
4. Click "Go to Help Desk"
5. Fill out appropriate areas and click "Create Ticket" at the bottom of the page, using the code "gomocs" to submit it

Note: Please be as specific as possible in your request so your request can be addressed efficiently



The screenshot shows the 'New Request' form in the SchoolDude system. The form is titled 'Help Desk New Request' and has a navigation bar with 'New Ticket' and 'My Tickets'. The 'Overview' tab is selected. The 'Ticket Details' section is expanded, showing the following fields:

Work Type:	Cable TV	Description:	I tried watching cable on the tv in the Jenkins lobby on 8/6/2020 and the cable box was giving error code (insert error message here). Can someone please take a look at it? Thank you!
On Behalf Of:	Start typing...	Device Detail Info:	Choose...
Location:	Residence Hall	Software Detail Info:	Choose...
Building:	Jenkins Hall	Account Detail Info:	Choose...
Area:	Lobby	Problem Type:	Choose...
Room:			
Due Date:	Aug 15, 2020		
Submittal Code:	gomocs		