

# Residential A-Z Guide & Calendar Handbook 2025-2026



To all residents:

The A – Z Guide is an alphabetical listing of rules and regulations for on-campus students at Austin Peay State University. Getting to know these guidelines will help you make the most of your time living on campus and build a home away from home.

Throughout the academic year, we will correspond with you individually via your student email account. Please check this account frequently.

Housing/Residence Life and Dining Services is located in Miller Hall, Room 121. You can reach our office by calling 931-221-7444, or email our office at [housing@apsu.edu](mailto:housing@apsu.edu).

Check us out on social media:

**Facebook: Austin Peay Housing/Residence Life & Dining Services**

**Instagram: @apsuhousing**

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APSU Office of Housing, Residence Life and Dining Services  
Miller Hall

### Who to Call Quick List

<u>Issue</u>	<u>Who to Call</u>	<u>Location</u>	<u>Academic Year Hours</u>	<u>Phone</u>
After hours for work order <b>emergencies</b>	Campus Police	Shasteen Building	24 hours	931-221-7786
<b>Housing</b> or Meal Plan questions	Housing Office	Miller Hall 121	Monday - Friday 8 a.m. - 7 p.m.	931-221-7444
<b>Internet</b> /Wi-Fi issues	Help Desk	Morgan University Center (UC)	Monday - Friday 8 a.m. - 4.30 p.m.	931-221-4357
<b>Locked out</b> of your room	Housing Office	Miller Hall 121	Monday – Friday 8 a.m. – 7 p.m. (Housing Office) 7 p.m. – 8 a.m. (RA on duty) Saturday & Sunday 8 a.m. – 7 p.m. (Campus Police)	931-221-7444 931-221-7786
<b>Recycling</b>	Physical Plant	Shasteen Building 101	Monday- Friday 8 a.m. - 4 p.m.	931-221-6642
Weekend/late night emergency work orders or room lockout	Hall Staff on Duty	Check your lobby for on-duty staff	Monday – Friday 8 a.m. – 7 p.m. (Housing Office) 7 p.m. – 8 a.m. (RA on duty) Saturday & Sunday 8 a.m. – 7 p.m. (Campus Police)	See staff list in your hall lobby or common area
<b>Work order</b> requests for room/apt on campus	Physical Plant	Shasteen Building 101	Monday - Friday 8 a.m. - 4:30 p.m.	931-221-7424 ( 931-221-7456 Emergency)

## -A-

**ACCESS TO YOUR ROOM/APARTMENT:** Residence Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety, inventory control, and enforcement of university residence hall regulations.

Staff may search a room and seize evidence when strong probable cause leads Residence Life staff to believe that university policies and/or state laws are being violated.

**Residents need not be present or give permission for the search.**

**Staff is not required to disclose the scope of their search.**

**ALCOHOL:** The use or possession of any alcoholic beverage (including powdered alcohol) and/or public intoxication on university-owned or controlled property, or the violation of any local ordinance or state or federal law concerning alcoholic beverages, on or off campus, or violation of the terms of Austin Peay State University's Drug-Free Policy Statement is prohibited.

Empty alcoholic beverage containers, either on one's person or in a university-owned room/apartment, will constitute a violation. Neither alcoholic beverage containers nor bottle caps are permitted as room decorations.

**ANIMALS:** With the exception of fish aquariums, approved service animals, or emotional support animals, animals are not permitted in university housing. Fish aquariums may be used only for fish and must not exceed 20 gallons. **(Emotional Support Animal: contact SDRC & Housing)**

**ANTENNAS:** Television and stereo antennas cannot be installed outside of your room or apartment. This includes satellite dishes.

**APPLIANCES AND EQUIPMENT:** Prohibited appliances include, but are not limited to, the following: window air conditioners, camping stoves, candles (lit or unlit) candle warmers, ceiling fans, sun lamps, electric blankets, grills (gas or charcoal), halogen lamps, toasters, toaster ovens, wireless routers, lava lamps, dehumidifiers, space heaters (non-ceramic), and gas appliances/tools.

## -B-

**BICYCLES:** Bicycles may be stored in student rooms/apartments provided they do not restrict free entry or exit. It is best to store bikes on racks conveniently located near the hall/apartment. Bicycles may not be stored in stairwells, hallways, or other common areas and are not to be chained to exterior handrails, light poles, trees, etc. Bikes not claimed by May commencement are donated to the local Salvation Army.

**BOMB THREAT:** All bomb threats will be considered real. Suspicious packages, boxes, or other containers containing possible explosive devices should not be tampered with or held by students. In such cases, the area should be kept clear and Campus Police immediately contacted. Residents should evacuate the building immediately and return only when told to do so by official university personnel. The fire alarm should not be pulled in case of a bomb threat.

## -C-

**CANDLES:** Candles (lit or unlit) and candle warmers are not allowed in the residence halls/apartments and are not to be used as decorative items. This includes used and new candles.

**CAMPUS NETWORK:** Students are provided with free wireless network/internet access in the rooms and apartments. The network port will be either red or orange. You must use an Ethernet cord to connect a computer to the port.

If you need additional assistance, stop by the GovsTech Help Desk at the MUC, email [govstech@apsu.edu](mailto:govstech@apsu.edu), or call 931-221-4357 (HELP). You can also visit the Office of Information Technology's webpage at <https://www.apsu.edu/information-technology/> **Wireless routers are not permitted.** See page 16 for a list of network-supported devices.

**CAR REPAIR:** Residents are not allowed to perform any type of car maintenance in residence hall/apartment parking areas.

## CHECK-IN AND CHECKOUT PROCEDURES:

- **Check-in:** The condition of the room/apartment and any university furniture/or equipment in your room/apartment is recorded by a member of the Residence Life staff, who will inspect and inventory your room/apartment prior to your arrival. At check-in, you will receive a key to your room. **Please review the condition of each item in your room, as you will be responsible for any damages that occur after your check-in. You are responsible for the accuracy of all information on the check-in/out form (if available). Be sure to keep your own personal account of the room condition upon move in.**
- **Check-in times:** The official check-in times will be available on the resident's housing portal. All check-ins take place in the lobby of a resident's assigned hall/apartment area unless otherwise indicated.
- **Early check-in:** Early check-in requests must be coordinated through the director of residence life or the assistant director of residence life by the appropriate faculty/staff of Austin Peay only (e.g., Athletics, Academic Affairs, and Student Affairs).
- **Late check-in:** Upon written request, the Office of Housing/ Residence Life and Dining Services will hold your assignment for a period of time after the official check-in period has ended. Failure to notify our office will result in a listing of "no-show" at check-in. (See below for more information).
- **No-show:** Your residence hall assignments will be held until 5 p.m. the evening prior to the first day of classes. If you have not notified the Office of Housing/Residence Life and Dining Services regarding a late check-in, you will forfeit the reserved space. If you fail to claim your reserved assignment for spring semester, all personal items will be removed, inventoried, and stored at your expense for a maximum of 30 days. If not claimed, the items will be discarded.

- **Checkout:** When preparing for checkout, students are responsible for removing **all personal belongings from the room, bathroom, and kitchen** and restoring the room/apartment to its original check-in condition. Clean your room/apartment by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors, cleaning bathrooms, and, if applicable, kitchen appliances. Develop a cleaning schedule with roommates to avoid shared billing charges for cleaning and restoration.
- **Express Checkout:** Express checkout provides you with the freedom to check out at your convenience any time during the year. Simply follow the instructions on the express checkout envelopes provided in the lobby of your residence hall, seal the envelope, and drop it in the express checkout box located in your hall or apartment's lobby. By using the express checkout process, you forfeit the right to appeal any charges assessed by a staff member. All guidelines governing refund and forfeiture of housing prepayment are applicable to the express checkout process. Additionally, completing an express checkout without an Approved Contract Release does not relieve you of your housing costs and responsibilities. Until submitted and approved, you are still liable for the cost of your room/apartment.
- **Withdrawal from University:** Schedule a checkout with your hall/apartment staff during regular RA sitting hours (7 p.m. – 9 p.m.) with at least a 24-hour notice, or complete an express checkout.
- **Miscellaneous fees for late checkout:** A \$50 fee will apply to any checkout processed after the end of the announced checkout period.
- **Improper checkout:** A \$50 fee applies to any student who fails to complete a proper checkout.
- **Graduating student checkout policy:** Graduating students may remain in halls until 10 a.m. the morning after graduation. Specific dates will be announced at the end of each semester in housing publications. This allows graduating seniors additional time to pack and prepare for proper checkout.

**CHILDREN:** Children under the age of 16 are not allowed to stay overnight or live in residence halls/apartments. Furthermore, because of the concern for liability and Department of Human Services guidelines for proper supervision, resident students are not permitted to use their assigned room or apartment as a babysitting location.

**CODE OF CONDUCT:** Any resident who intentionally commits, attempts to commit, incites, or aids others in committing any act of misconduct will be subject to disciplinary action. Failure to report for a disciplinary hearing may result in additional disciplinary charges. Please refer to the APSU Student Handbook for additional information regarding your rights, due process, and more detailed information concerning the disciplinary process.

**COHABITATION:** In university residence halls/apartments, **cohabitation is not permitted**. Cohabitation is defined as physically residing in another resident's room/apartment on a semi-permanent basis usually associated with a sexual or personal relationship. Cohabitation and excessive visitation violate the rights of room/apartment mates for reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall and room. They are expected to reside permanently in their assigned rooms and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room and/or hall transfer.

**COOKING:** The use of a microwave oven is permitted provided the units do not exceed 1,000 watts and they are used in conjunction with a power strip with circuit breaker. Other types of cooking in residence hall rooms, (*with the exception of Hand Village, Two Rivers, Emerald Hill, and Meacham Apartments*) are not permitted because of clogged plumbing resulting from food and grease being forced down bathroom sinks and possible pest control problems. Cooking is allowed in specially designated areas in each hall equipped with a stove, oven, and microwave. Please assist your fellow residents by cleaning the kitchen area after use and properly disposing of your trash. Continued issues regarding the cleanliness of common areas will be addressed judicially.

**COMMON SPACE:** Common space is defined as space located in a room/apartment that is shared by all assigned residents of the room/apartment. Items found in or damages to common space are the responsibility of all residents assigned to the room/apartment.

**CONTRACT RELEASE REQUEST (HOUSING):** Your contract with Housing is for an academic year. Only under certain documented circumstances can a student cancel this contract. Residents can begin the process by completing a Contract Release Request form at [www.apsu.edu/housing/online-forms.php](http://www.apsu.edu/housing/online-forms.php) or visiting the Miller Hall Housing Office. Completed forms with all documentation should be delivered to Miller Hall Room 121 or [housing@apsu.edu](mailto:housing@apsu.edu). Only requests with supporting documentation will be reviewed. A decision notification will be sent to the student's APSU email within 10 business days of the completed request.

**CRISIS INTERVENTION:** Trained and caring staff members can provide assistance to students experiencing temporary emotional crisis or psychological needs. While our residence hall staff are here to help, we encourage students to connect with local resources and community agencies for ongoing support with their emotional or psychological needs.

In order to provide students with timely and quality assistance, residence hall staff are required to follow standard procedures whenever a student alludes to or engages in self-destructive or disruptive behaviors. These behaviors include, but are not limited to, remarks about suicide, threats of suicide, suicidal gestures or attempts, etc. Hall staff will report all situations in which potential suicide may be a factor so that arrangements for psychiatric consultation can be made.

**CUSTODIANS:** Custodians are employed to clean hallways, public lounge areas, community kitchens, vending, and laundry facilities. The cleaning and the supply of cleaning materials for room and apartment living areas and the proper disposal of garbage are the responsibilities of individual residents.



## -D-

**DAMAGES AND DAMAGE CHARGES:** Each resident is responsible for their assigned room or apartment and its contents. The Office of Housing/Residence Life and Dining Services makes no provision in the budget for the replacement or repair of equipment due to student negligence or malicious behavior. In the event that damage or a need for cleaning occurs in your room or apartment, and it cannot be attributed to one responsible individual, it will be necessary to divide the charge(s) equally amongst all room or apartment residents. If damage occurs in public/community areas and the responsible individual(s) cannot be identified, the repair cost may be distributed evenly amongst residents living in the specific residence hall or floor.

**DAMAGE CHARGE APPEALS:** All appeals regarding housing contracts, housing billing, private rooms, damage, or housing appeals must be made to the Office of Housing/ Residence Life and Dining Services via email to [housing@apsu.edu](mailto:housing@apsu.edu). Appeals must be filed within 10 business days from the date emailed by the Office of Housing/Residence Life and Dining Services.

**DINING SERVICES:** All residents of halls and apartments must participate in a meal plan. Details about meal plans are available in your Meal Plan Agreement, which can be found on the Housing website or in the Housing Office at Miller Hall. Residents of Emerald Hill and Two Rivers Apartments that are classified as sophomores or higher are not required to have a meal plan.

**DISCIPLINE PROCESS:** The Residence Life staff are committed to providing a safe and comfortable environment for all students. When a student violates one of the policies designed to ensure the safety and comfort of others, the student will be held responsible for their actions through the discipline process. This process is designed to be fair, to uphold a student's rights, and to be as educational as possible. The disciplinary process usually begins with an incident report.

- **Incident reports:** Incident reports are used to document an incident that occurs in the halls/apartments. Usually, these incidents are policy or regulation violations.

- **Incident reports (cont.):** This form is used by the hall staff to communicate the facts of an incident to the Housing/Residence Life and Dining Services staff. Documenting each incident ensures the appropriate action is taken. Incident reports can be used to document facts about a theft or unusual happenings in the hall/apartment to keep the hall staff informed. If you are named in an incident report, you may be asked to talk with a judiciary officer of Housing/Residence Life and Dining Services or a Student Affairs judicial officer. If you are found to be responsible for the violation of a policy or regulation, you will be subject to disciplinary action on a formal or informal level.
- **Informal discipline:** An informal disciplinary action is for minor, first-time violations. Informal discipline involves a one-on-one conference with a staff member of Housing/Residence Life and Dining Services. This conference will create an informal discipline file that will remain on record with the student for a period of one to three years. The purpose of this informal action is to hold students accountable for their actions and for them to have educational interaction with a university staff member. During these meetings, residents will be advised of their rights as Austin Peay students and given the opportunity to explain, in their words, what occurred during the alleged policy violation. Students found responsible for violations may be issued a disciplinary warning form, required to attend an educational workshop, issued a letter of reprimand, referred for formal discipline, and/or a combination of these sanctions.
- **Formal discipline:** A formal action is for repeat offenses, multiple charges, or major policy infractions. A student charged with formal discipline will have a choice to be heard by the University Hearing Board, or with the associate director of Housing. If found responsible, a student could be subject to a disciplinary sanctioning ranging from educational counseling to housing contract termination. See your student handbook for more information on disciplinary rules and code of student conduct.

**DRUGS:** Housing, Residence Life and Dining Services has a zero-tolerance policy on drugs and/ or drug paraphernalia. Students found responsible for the possession of either will be subject to disciplinary action and face possible suspension from housing.



## -E-

**EARTHQUAKES:** In the event of an earthquake that may impact the Austin Peay campus, be aware of the following tips:

- If you are indoors, stay there. Quickly move to a safe location in the room, such as under a strong desk, table, or along an interior wall. The goal is to protect yourself from falling objects and be located near the structural strong points of the room. Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture, or heavy appliances.
- If you are cooking, turn off the stove and take cover.
- If you are outdoors, move to an open area where falling objects are unlikely to strike you. Move away from buildings, power lines, and trees.
- If you are driving, slow down smoothly and stop on the side of the road. Avoid stopping on or under bridges and overpasses, or under power lines, trees, and large signs. Stay in your car.

**Electric Scooter:** Riding electric scooters inside residence halls is prohibited. Violations may result in disciplinary action and charges for any damages caused.

**EMERGENCY ASSISTANCE:** Students requiring emergency assistance should contact Campus Police at 911. Emergencies requiring immediate assistance may include the following: assault/ attempted assault, fire, health-related emergencies, theft, etc.

**EMERGENCY TRANSPORTATION:** Residence Life staff members are not permitted to transport students requiring medical assistance. Notify Campus Police at 911 if assistance is required.

**ENERGY MANAGEMENT/SUSTAINABILITY ISSUES:** You can help our environment by being a conservative resident. If you follow these tips, you can save the university money and have a positive impact on the environment. Your housing rates are tied directly to the cost of each of the services you use.

- Turn off your lights, sound systems, TV, and radio when you are not using them.
- Keep the thermostat no higher than 68-70 degrees Fahrenheit in cold weather, and no lower than 75 degrees Fahrenheit in hot weather.

- Take shorter showers/turn off the water while brushing your teeth.
- Turn off or unplug appliances, power strips, etc. when not in use.
- Wash clothes in cold water. Use LED light bulbs.

**ENROLLMENT:** Students residing in university housing must be enrolled for the semester in which they live in the residence halls/ apartments.

## -F-

**FIRE DRILLS:** All residents must participate in fire drills. **Failure to participate will result in disciplinary action.** To prepare for an actual fire emergency, the residence hall staff plans and conducts fire drills each semester to acquaint residents with the proper evacuation procedures.

**FIRE SAFETY:** Fire extinguishers are provided on each floor of the residence halls, in Hand Village Apartments, Meacham Apartments, and in residence hall kitchen areas. Fire extinguishers are for the use of fire safety. Tampering with fire safety equipment will result in the cost of recharging the fire extinguisher, suspension from university housing, and other disciplinary action.

### **FIRE SAFETY TIPS:**

- If there is smoke in your room, keep low to the floor.
- Before passing through any door, feel the door. If it is hot, do not open it.
- Before opening, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
- If you can proceed, evacuate the building promptly and safely.
- If you are trapped and cannot leave the room, open the window and hang an object from the window to attract a firefighter's attention.
- Do not attempt to jump from the window. If there is a phone in your room, call 911 and report you are trapped; give the room number and specific location.
- If you can leave a room, close all doors behind you as you exit.
- Go to the nearest exit or stairwell.
- If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
- If all exits from a floor are blocked, go back to your room, open the windows, wave something out the window, and shout for help.

- After evacuating a building, move away from it and stand clear as emergency apparatus will be maneuvering around the building. Follow the directions of fire, police, and hall personnel.

**FIREWORKS:** Transport, possession, manufacture, use, sale or distribution of fireworks, ammunition, explosives, flammable liquids, and all other hazardous materials is not permitted on university property.

**FRESHMAN RESIDENCY REQUIREMENT (UNDER AGE 21):** All single students under the age of 21 not residing with a parent or legal guardian are required to live in university housing while classified as freshmen. All freshmen younger than 21 who decide not to stay on campus will need to complete a Residency Exemption Form found under “Forms and Contracts” on the housing website before the first day of classes.

**FURNISHINGS:** Each suite and apartment contain beds, desks, chairs, window coverings, a waste can, and shower curtain. Individuals are responsible for providing pillows, linens, and study lamps. You may not remove university furnishings or equipment from the room/apartments, unless it has been approved by Housing/Residence Life and Dining Services Office for special needs (i.e. disabled mobility). University furnishings may not be stored on balconies or placed in walkways outside of your room or apartment.

Furnishings from common areas (kitchen, lobbies, study rooms) may not be used in individual resident rooms. You are responsible for inspecting the condition of your room/apartment when moving in and out. You will be held responsible for any damage to university furnishings and equipment.

## -G-

**GOVS TECH:** The Govs Tech help desk provides the first point of contact to the university for computing, networking, hardware/ software, PC, and printer problems. The Govs Tech staff assists students, faculty, and staff with computing and networking problems; works with other technical groups and the Office of Information.

Technology to resolve complex problems; develops documentation; issues computer accounts; and prepares and distributes informational and promotional materials. The Gov Tech help desk is located in the MUC lobby and can be reached at 931-221-4357 or govstech@apsu.edu.

**GRIEVANCES:** Students who have a grievance against a Residence Life staff member should first, if appropriate, discuss it with the staff member. If the differences can't be resolved, the student may file an appeal in writing to the associate director of Residence Life. If the grievance is not resolved satisfactorily with the associate director of Residence Life, the student may file a written appeal to the director of Housing, Residence Life and Dining, followed by the vice president for Student Affairs and then the president of the university.

## -H-

**HALL/FLOOR MEETINGS:** Hall meetings are organized by your RA/RHD at the beginning of each semester and periodically during the semester. Attendance is mandatory, and you will be held responsible for all information that is discussed during the meeting. Hall meetings provide excellent opportunities for you to share concerns and ideas with the RA/RHD and community members about residence life.

**HAZING:** Hazing is not permitted in or around residence halls or apartments. A complete description of hazing is included as part of the student code of conduct in the student handbook.

**HEALTH AND SAFETY:** Residents of each room will be held responsible for their room/apartment. This includes cleanliness, general housekeeping practices, and general appearances. Periodic inspections are conducted by Residence Life staff to ensure compliance in living areas with health and safety standards. Failure to maintain a clean environment may result in a cleaning charge. To limit the likelihood of insects becoming a problem, you should not store perishable items in open containers. It is your responsibility to keep your room/apartment and the adjoining bathroom clean and to dispose properly of trash in outside dumpsters. A second failure due to an unclean bathroom/shower will result in a \$50 cleaning fee and disciplinary action. Each resident is furnished with a trash can which should remain in their room/apartment.

**HEALTH AND SAFETY (cont.):** Illegal substances and items found to represent a health and safety violation, which also constitute a violation of university policies, will be removed immediately by housing staff. A confiscation report will be issued listing all items removed. Some confiscated items may be claimed after a complete and proper checkout of the residence hall/apartment. Items not claimed within 30 days after vacating will be disposed of or donated. Items that will be confiscated by staff and are not returnable to residents include, but are not limited to: alcoholic beverage containers and caps; incense, potpourri burners and related paraphernalia; and other miscellaneous illegal items. Items that will be turned over to Campus Police include the following: drugs or other illegal substances or paraphernalia; fireworks and weapons; traffic/ safety regulation signs, and beer kegs and taps.

**HOLIDAY DECORATIONS:** Holiday decorations are limited to the interior of student rooms and apartments and in specified areas. UL-approved holiday lights may be hung in windows in compliance with Housing/Residence Life and Dining Services and Campus Police guidelines. Live trees and candles are not permitted in university housing due to risk of fire. Holiday decorations must be removed prior to students leaving for the winter vacation.

**HOUSING CONTRACT:** Every Austin Peay student who signs up for housing will be signed to a 10-month contract to stay on campus in the residence halls. A request for termination of this contract for the academic year or term (if coming in for spring only) must be made in writing to the Housing office or emailed to [housing@apsu.edu](mailto:housing@apsu.edu) no later than the first day of move-in, unless otherwise stated.

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**IMMUNIZATION:** All freshman students must provide proof of their meningitis vaccine to Boyd Health Services located in the Ard Building. This must be complete prior to move in. If your meningitis vaccine is more than five years old, then you will be required to submit proof of a booster vaccine shot. You can upload an official copy of your immunization records with proof of necessary vaccines and dates or certificate of immunization completed by your health care provider to the APSU housing portal. The form is available here [Certificateofimmunization.pdf \(apsu.edu\)](#)

**INCENSE:** Because the odor may be offensive to some people and because it constitutes a fire hazard, the burning of incense and all incense paraphernalia is not allowed in the residence halls.

**INCLEMENT WEATHER PLAN:** Students are encouraged to cooperate with the residence hall staff during a tornado watch or warning. A watch is the first alerting message from the National Weather Service which specifies an area and a period of time during which tornado probabilities are expected to be dangerously high. A warning is issued when a tornado has actually been sighted in the area or detected by radar. Students should wait for an “all clear” signal from their residence hall director (RHD), resident assistant (RA), or Campus Police before returning to their room. Please go to [Residence Halls Inclement Weather Plan \(apsu.edu\)](https://apsu.edu/residence-halls/inclement-weather-plan) for more information regarding the inclement weather procedure and safe zones in the event of a weather emergency.

**INSURANCE:** The protection of personal property is the individual’s responsibility. Students are encouraged to obtain personal renters’ insurance, possibly through their parents’ homeowners insurance policies.

**-L-**

**LAUNDRY MACHINES:** Each university-operated housing facility has a laundry room with free washing machines and dryers for housing students only.

**LIVING AND LEARNING COMMUNITIES (LLC):** Communities were created help residents better bridge gap between academics and campus living. The staff who are part of these communities are dedicated to facilitating events that meet the interests and academic demands of the residents. The learning communities offered include communication, fine arts, living green, transfer student, and health and wellness. For more information on Living and Learning Communities visit <http://www.apsu.edu/housing/living-learning/index.php>

**LOCKED OUT OF YOUR ROOM:** If you are locked out of your room/apartment, you can check out a loaner key for 30 minutes from the Office of Housing/Residence Life and Dining Services in Miller Hall 121.



**LOCKED OUT OF YOUR ROOM (Cont.):** Loaner keys are available on weekdays from 8 a.m.-7 p.m. during the academic year and weekdays from 8 a.m.-4:30 p.m. during the summer.

**You will have 30 minutes to return the key.  
Failure to return the key will result in a re-core charge.**

During the evenings, contact the RA on duty in your hall lobby from 7-9 p.m., using the duty phone number listed in your hall. For emergencies on the weekends and summer sessions, contact Campus Police at 931-221-7786 from 8 a.m. – 7 p.m. (weekends) or 4:30 p.m. - 7 p.m. (summer sessions).

**LOFTS:** The construction of lofts, including individual bed risers, is not permitted. All beds must be set directly on the floor.

**LOST KEYS:** The cost of replacing a lost key, re-keying the lock core, and issuing additional replacement keys for your roommate(s) is **nonrefundable**. The required amount is billable through Housing/Residence Life and Dining Services and payable at the cashier window located in Ellington. Report your lost key immediately to the Office of Housing/Residence Life and Dining Service; failure to do so jeopardizes your security and the security of others. APSU ID cards to access your building are replaceable through University Facilities in Morgan University Center Room 207 for a charge.

## **-M-**

**MAINTENANCE:** Problems in your room/apartment or problems that you observe in public areas should be reported directly to **Physical Plant from 7:30 a.m. - 4 p.m.** To submit work orders online, go to <https://apsu.gofmx.com/login>, or call 931 221-7424. In the event of an emergency, contact Campus Police at the non-emergency number 931 221-7786. Maintenance requests are prioritized and scheduled by the Physical Plant office. Most repairs are completed within three working days. While every attempt is made to respect your privacy, by reporting a maintenance need in your room or apartment, you are authorizing access by the Physical Plant staff during the hours of 9 a.m.- 4 p.m., Monday through Friday. Please plan accordingly. If you have questions about the status of your repair request, contact the Physical Plant.

**Scan here to submit a work order**



**MEAL PLANS:** All residents of APSU housing system, with exception of Two Rivers and Emerald Hills residents, must have a plan for both semesters. To see our different options please visit [Meal Plan Options \(https://govsdining.sodexomyway.com/en-us/meal-plan/meal-plan-options\)](https://govsdining.sodexomyway.com/en-us/meal-plan/meal-plan-options)

**MICROWAVES:** You may have a microwave as long as it **does not exceed 1,000 watts**. In addition to wattage requirements, you must use a power strip with a circuit breaker. Power strips are not required when a microwave unit is being used in the kitchen area of the apartments. If your microwave unit exceeds 1,000 watts or you are not using an approved power strip with a circuit breaker, you will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will cause your microwave to be confiscated by residence hall staff.

**MULTIPLUGS:** Multiplugs are not allowed.

**MOTORCYCLES/MOPEDS:** Storage of mopeds/motorcycles in close proximity to a residence hall/apartment is not allowed. Motorcycles should be parked in the parking lots.

**MUSICAL INSTRUMENTS:** In consideration of your neighbors, playing musical instruments in the residence halls is not permitted. Practice rooms are located in the Music/Mass Communication Building.

## **-N-**

**NOISE:** Quiet and courtesy hours provide standards of acceptable noise levels for study, sleep, and privacy. Quiet hours are in effect from **10 p.m. - 8 a.m., seven days a week**. During quiet hours, all noise must be contained within individual student rooms and apartments at a level that is not disruptive to other residents.

**During final exams, 24-hour quiet hours are in effect beginning at 6 p.m., 48 hours prior to the first day of exams and extend until after the last exam.**

**NOISE (cont.):** At all other times, **courtesy hours** are in effect.

Courtesy hours are defined as noise levels appropriate for residence hall and apartment living and not disruptive to others. This policy governs activities in individual rooms and apartments and outside in close proximity to halls and apartments. Residence Life staff members are available to assist you in resolving noise-related problems. It is always best to attempt to resolve such problems directly before staff is asked to intervene.

**NON-ENROLLED STUDENTS:** Residents must be enrolled as a student to reside in university housing. Students who are not enrolled will be allowed two business days to register. If a student fails to register for classes, they will have 48 hours to vacate their room/apartment.

## -O-

**ONE CARD ACCESS:** A student's Austin Peay ID card is a multipurpose card used to gain access to residence hall buildings, dining services, and other areas on campus. Unauthorized use, possession, or duplication of a card is prohibited by university policy. If lost, please go to the information desk in the University Center for a replacement.

**OPEN FLAMES:** Items that require the use of flammable liquids or an open flame to operate, or that produce heat (i.e., Bunsen burners, candles, alcohol burners, incense) are not allowed in residents' rooms/apartments.

**OUTDOOR ACTIVITIES (IN UNAUTHORIZED AREAS):** Bouncing of basketballs, flying disc throwing, skateboarding, throwing darts, roller blades, golfing, use of archery equipment, water related sports (*water balloon fights, snowball fights, etc.*), playing catch, or any other similar activities or games inside or in close proximity to the halls (*activities can not be within 100 feet of the buildings*) or their respective parking lots are prohibited because of the possibility of damage and the resulting noise. Other games posing a threat to resident safety or facilities maintenance are also prohibited.

## -P-

**PARKING:** Parking is available for each residence hall in designated areas. If you are approved for a hall/apartment transfer, you are also required to transfer your parking registration.

**PARKING DECAL INFORMATION/REGISTRATION:** APSU uses license plate recognition to identify vehicles parked on campus. All vehicles parked on APSU's campus must be registered in the APSU parking portal [Austin Peay Parking Portal \(https://apsu.aimsparking.com/\)](https://apsu.aimsparking.com/). Your username is your APSU credentials without the @apsu.edu or @my.apsu.edu. Those who are not affiliated with the university will create a login by following the Guest Login link. Please note that authentication may take up to one minute.

Contact Campus Police, located in the Shasteen Building, at 931-221-7786. You can also email [parking@apsu.edu](mailto:parking@apsu.edu). It is advisable to not leave valuable possessions in your car.

### **PERSONAL SAFETY TIPS & CAMPUS BLUE LIGHT PHONES:**

- **Campus Blue Light Phones:** Know the location of emergency phones throughout campus. To use: Push the RED emergency button; a blue light will flash and the phone will automatically dial Campus Police.
- **I.C.E. – In Case of Emergency:** Program your cell phone with an "In Case of Emergency" contact number and name using the acronym I.C.E. This will help emergency personnel assist you when you need it most.

### **PERSONAL SAFETY:**

- Walk in groups or call Campus Police; do not walk alone after dark.
- Keep identification on your person at all times.
- Park and walk in well-lit areas.
- Know the location of emergency call boxes with Blue Lights.
- Stay alert! Avoid talking on your cell or using electronic devices when walking alone.
- Secure personal property and avoid displaying valuables.
- Alert someone you know and trust if you plan to leave campus or if your daily schedule will be different from the "norm."
- Report all suspicious activity to Campus Police.

## **PERSONAL SAFETY TIPS (cont.):**

### **RESIDENCE HALL SAFETY:**

- Lock doors at all times, especially when you go to sleep.
- Report lost keys immediately; do not loan your ID or keys to anyone.
- Secure valuables and medications at all times.
- Know the location of fire alarms and extinguishers, and be familiar with exits and evacuation procedures.
- Escort your guests at all times and do not let strangers into residence halls.
- Report all suspicious activity to your RA or Campus Police.

**PEST CONTROL:** Pest control problems should be reported to the Physical Plant at 931-221-7424. All rooms and apartments are sprayed for pests as problems are reported.

**POSTING:** A specific bulletin board marked “General Campus Posting Only” is provided to each residence hall for posting of campus events and other types of information. Individuals/groups wishing to post information must obtain permission from the Office of Housing/ Residence Life and Dining Services. All information posted must be in compliance with the rules and regulations for posting as outlined by the Office of University Facilities. Information that does not have approval or that is posted improperly will be removed immediately.

Possible disciplinary charges may be filed by Housing/Residence Life and Dining Services against the individual or organization. Resident room/apartment information signs or other decorations may not be displayed in windows or the interior/exterior of the residence hall/apartments. Banners may be allowed with special permission. No types of door decorations, stickers, signs, or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

**POWER STRIPS:** The use of UL-approved power strips with a built-in circuit breaker is required on appliances and other electronic devices used inside a room/apartment.

**P.O. BOXES:** Students who live campus housing are assigned a campus P.O. Box. Your P.O. Box number, mailing address, combination, and instructions can be found under the personal tab on APSU OneStop.

**PRIVATE ROOMS:** Private rooms are available on a limited basis and only upon request. Students may apply for a private room only through the myAPHousing Portal at the beginning of each semester. Instructions will be provided via email to the students APSU email. See “Room changes and hall transfers” for more information.

When assigned to a single occupant room, you will automatically be charged the private room rate until you request to be moved or fail to reapply for the room. The private room guarantee is a non-prorated, nonrefundable fee that assures you that no other resident will be assigned to your room or apartment bedroom during the current semester.

**PUBLIC AREAS:** Public areas in residence halls and apartments are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities. In addition, the grounds outside residence halls may not be used for private social events.

## **-R-**

**REAPPLICATION:** Applications to return to the residence halls for the following academic year and applications for summer school are available during the reapplication period held in the spring. All current resident students will receive information about the reapplication period in advance to their APSU student email. It is your responsibility to follow the directions set forth by the Office of Housing/Residence Life and Dining Services to obtain residency for the next academic year.

**RECYCLING:** Housing/Residence Life and Dining Services advocates the reduction of waste and the recycling of all reusable materials in all of its facilities. Recyclable items include aluminum cans, paper, and some types of plastic containers.

**REFRIGERATORS:** You may bring your own refrigerator from home as long as it does not exceed 5 cubic feet. In addition to size requirements, you must use a power strip with a circuit breaker. Power strips are not required when the refrigerator unit is being used in the kitchen area of the apartment.



**REFRIGERATORS (cont.):** If your refrigerator unit exceeds 5 cubic feet, or you are not using an approved power strip with a circuit breaker, you will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will cause your refrigerator unit to be confiscated by residence hall staff.

**RELEASE OF PRIVATE INFORMATION:** Release of private information to students or other interested parties is not permitted without prior written consent by the originator. Students must complete the FERPA (Family Educational Rights and Privacy Act) form to authorize release of private information to designated individuals. Directory information (telephone numbers and P.O. boxes) is considered public information.

**RESIDENCE LIFE STAFFING:** Each residence hall is supervised directly by a trained residence hall director (RHD) and Area Coordinator (AC). The RHDs and ACs coordinate the administrative and community activities of a specific residence hall. Their offices are located in each residence hall. Although the RHDs and ACs are here to assist whenever you need, the staff member with whom you will have the most direct contact with is the resident hall/assistant (RA). This person, also trained for their position, lives on or near your floor and is available to assist you with all aspects of residence hall or apartment living. They also serve as an informational resource about Austin Peay. The RA is there to ensure community living standards are maintained and to work with all residents to plan informative and enjoyable activities.

**RESTRICTED AREAS:** Certain areas in and around the residence halls which are off limits to students include but are not limited to roofs, ledges, mechanical rooms, crawl spaces, etc.

**ROOM CHANGES:** As a resident, you will have several opportunities to move from your current room to another room in your same residence hall or to another hall/apartment. All room and hall changes must be approved prior to the move and by the appropriate housing staff. Violators will be subject to an improper checkout charge and disciplinary action.

**ROOM CHANGES (cont.):** Room changes may be requested through the myAPHousing Portal (Link/QR) at the beginning of each semester. Instructions will be sent to the student's APSU email.

**ROOM CHANGE (AFTER MEDIATION):** While learning to live with differences is an important aspect of college life, we realize that sometimes needs and personalities are just too different. We also realize you may form friendships that result in desire to change your room or suitemates. Roommates must try to work through a roommate mediation meeting before a move can be considered outside of authorized room changes.

**ROOM PERSONALIZATION:** An empty residence hall room or apartment can be drab. Putting up posters, pictures, and decorations can add that touch of home. Be sure no holes or any type of damage results from hanging these items. You may want to provide decorative lamps, throw pillows, plants, or other personal items. Personal furniture is permitted. It is a good idea to discuss any room or apartment personalization with your roommate(s) before you begin. Every room/apartment is painted on a regular basis. Residents desiring to personalize rooms or apartments may not use wallpaper or contact paper in their room/apartment due to the possible damage to university facilities; paint any part of their room/apartment or university furniture or equipment; use nails or screws to hang items; decorate their room/apartment in a manner in which damage occurs when removed; or use wall coverings that cover 50% or more of the wall surface; such as fish netting, posters and tapestries hung from ceiling light fixtures, over radiators, electrical outlets, or from sprinklers or smoke detectors. Adhesive materials (*such as command strips*) to personalize your room/apartment are permitted. However, residents will be responsible for damage caused by use of adhesive material and will be charged. Any personalization must be removed at the close of each academic year or any time when residents are not returning. Failure to comply with the above guidelines will result in charges. You will be given 48 hours to correct the violation.

## -S-

**SECURITY:** For your protection as well the security of your personal property, do not leave your room/apartment unlocked when unattended, and do not sleep with your room/apartment door open or unlocked. Large valuable items (*i.e., stereo, TV, computers*) should be identified by Campus Police through Project ID examples of security measures in residential facilities, including the following:

- **Rave Security Alert (AP Alert):** As a student, your email address is automatically registered with Rave Mobile Safety. To receive alerts on your mobile device, you need to add your number to your account. Go to [www.getrave.com](http://www.getrave.com) and type APSU as your school. From there, use your single sign-on to log in to your account and go to your settings to add your mobile number.
- **One Card Access:** See One Card Access on Page 9.
- **Door Alarm:** When set, students may not use these doors to enter or exit the residence hall other than during emergencies.
- **Safety Awareness Programs:** Designed to acquaint residents with crime prevention strategies.
- **Live Safe:** Safety app which can be downloaded from Google Play or the App Store.

**SMOKING:** Smoking is prohibited in all residence halls and apartments.

This includes lounges, laundry rooms, and vending areas. Smoking is permitted in designated parking areas only. This includes electronic cigarettes.

**SOLICITATION:** To protect students against fraudulent involvement, sectarian promulgation, or interruption of their studies and to ensure that the property of the university is not used for monetary gain, door-to-door soliciting, sectarian promulgation, or political propaganda in residence halls is prohibited, except in the common lounges with the prior approval of the associate director of Housing/Residence Life and Dining Services. Fundraising in university housing is limited to official residence life organizations and approved university organizations. A fundraising approval form must be submitted two weeks in advance to the associate director of Housing/Residence Life. This form is available from the Office of Housing/Residence Life and Dining Services. Fundraising activities are limited to housing common areas (*i.e., inside or adjacent to lounges*).

**SPRINKLERS:** Sprinklers are located throughout the residence halls in student rooms, corridors, and public areas. This will greatly enhance your safety while living in the residence halls. Do not remove or tamper with the sprinkler head or any part of the system.

**Do not hang ANYTHING from a sprinkler head or from any other part of the fire suppression equipment, including the pipes.** Keep a clearance of 18 inches around sprinkler heads. Keep sources of heat away from the sprinkler heads. Avoid hitting the sprinkler heads when moving items into, out of, or around a room. Do not engage in sports or horseplay that could result in anything striking a sprinkler head anywhere in the residence hall. Report any damaged or missing sprinkler heads or other damaged components. Balls, flying discs, and other items that can damage the sprinkler head are not to be thrown in rooms, hallways, or other public areas. **Damages caused by residents will be billed to their student accounts.**

**STATEMENT ON ASBESTOS:** Austin Peay is committed to providing a safe, clean, and healthy environment for students, faculty, and staff. To accomplish this goal, the university has implemented an ongoing program of campus beautification and renovation of existing structures to include removal of all asbestos and other hazardous materials. Tests are conducted periodically on the air quality to determine whether there is a health risk. The university will continue to monitor this situation and plan for renovations.

**STREAMING CHANNELS & DEVICES:** As a residential student, you have the capability of bringing internet-based electronics for streaming (*i.e.* Roku, Amazon Fire Stick, Smart TV, etc.). In order to prevent unnecessary buffering, streaming devices with a wired connection are recommended. To connect wired devices to the network, connect an Ethernet cable to the device and the Ethernet port located in the wall.

If you wish to connect via wireless connection, you will need to ensure that your TV is an approved device. Check the site for assistance with connecting wireless devices and to determine if the device is approved:

[Article - Registering a Device with A... \(apsu.edu\)](http://apsu.edu)

If further assistance is needed, you can contact the GovsTech Help Desk at 931-221-4357.

**SURVEYS:** All surveys conducted in Austin Peay State University housing must have the prior approval from the director of Residence Life. Surveys will be limited to assessments to quality of residence life, specific issues affecting campus life, university-sponsored surveys, and official U.S. government business (i.e., census).

## -T-

**THERMOSTAT:** In residential facilities with central air conditioning and heating, thermostats are to be set in a range from 68-82 degrees. This will help ensure cooling systems do not freeze up in warm weather and conserve energy during peak winter months.

**TORNADO PROCEDURES:** Students are encouraged to cooperate with the residence hall staff during a tornado watch or warning. A watch is the first alerting message from the National Weather Service which specifies an area and a period of time during which tornado probabilities are expected to be dangerously high. A warning is issued when a tornado has actually been sighted in the area or detected by radar. A basement offers the best protection. If there is no basement, go to a center hallway bathroom or closet. Stay away from windows. Get under heavy furniture. In multi-story buildings, move to the lowest level or center areas, away from windows. Wait for an “*all clear*” signal from your residence hall director (RHD), resident assistant (RA) or Campus Police before returning to your room. Please go to: [Residence Halls Inclement Weather Plan \(apsu.edu\)](https://apsu.edu/residence-halls/inclement-weather-plan) for more information regarding the inclement weather procedures and safe zones in the event of a weather emergency.

## -U-

**UNCLAIMED ITEMS AT CHECKOUT:** The value of each item is at the discretion of the RHD. **1. Item(s) worth \$50 or more are** tagged with pertinent information (location, time, date, etc.) and turned into the Housing/Residence Life and Dining Services Office. Central office staff will contact the resident via email regarding unclaimed items. The owner of the items is given 10 business days from time of notification to claim the item(s). If they are not claimed within 10 business days, they will be disposed of appropriately.

## -U-

**UNCLAIMED ITEMS AT CHECKOUT (CONT.):** Residents will be subject to an assessed storage fee for said item(s). **2.** Residence hall staff are responsible for disposing of item(s) worth \$49 or less immediately, and are instructed not to keep these items for any reason.

**UNIVERSITY CLOSING:** If the university is going to be closed, it will be posted on the APSU website. Students who have registered for Rave Guardian Alert through APSU will receive a text message/email.

## -V-

**VACATING UNIVERSITY HOUSING:** Students located in residence halls/apartments will be given 48 hours to vacate for the following reasons: voluntary cancellation of housing license agreement; suspension from university housing; loss of status as a student; nonpayment of registration fees, housing fees, etc.; or withdrawal from the University.

**VENDING MACHINES:** Carbonated beverages, water, and snack machines are located in all residence hall lobbies or laundry areas with the exception of the Hand Village Apartments. Problems or requests for refunds should be reported to Auxiliary Services at 931-221-6164. When the refund is available, residents will receive a notice in their campus post office box. It is the resident’s responsibility to pick up the refund.

**VISITATION AND GUEST GUIDELINES:** A guest is defined as a person(s) who is not the assigned occupant for the room. Gatherings with nine or more students in attendance must register in advance with the hall staff. You may have one overnight guest of the same gender not to exceed two nights in a seven-day period (with consent from roommate where applicable). You are responsible for the actions of your guest(s) at all times and are to respect the needs and rights of your room/apartment mates.

Guests also must obtain a visitors parking permit to park on campus.



**VISITATION AND GUEST GUIDELINES (CONT.):** Contact parking at [parking@apsu.edu](mailto:parking@apsu.edu). Visitation guidelines are maintained to ensure privacy and security for students housed in residence halls and apartments. Specifically, visitation refers to regulated access to student rooms by members of the opposite sex. This includes rooms, stairwells, balconies, walkways, and hallways.

Visitation violations will result in the resident being referred for disciplinary action to the office of housing/residence life and dining services. Guests must be escorted at all times when visiting the residence halls/apartments. Guests are not allowed access to stairwells, balcony areas, walkways, and/or hallways after visitation hours. Guests should contact the person they are visiting prior to arrival. Violation of this policy will result in the occupant(s) being billed and disciplinary action taken.

Visitation hours for Hand Village, Meacham, Emerald Hill/Two Rivers are 24 hours. Visitation for all other residence halls will be from 8a.m. – midnight Monday – Thursday, and 24 hours Friday – Sunday (Starting at 8 a.m. on Friday and ending on Sunday at midnight). **Note:** The same rules apply for overnight guests in areas with 24 hour visitation.

**-W-**

**WATERBEDS:** Waterbeds and other water filled furniture are not permitted.

**WATER INTRUSTION:** In order to reduce the probability of mold, mildew, or other fungal growth, it is necessary that you provide appropriate climate control, keep the apartment clean, and take other measures to prevent mold and mildew. Immediately report any evidence of a water leak or excessive moisture in your room, as well as in any storage room or common area. In addition, please report any evidence of mold or mildew-like growth in your room or AC/heating unit.

**WEB CAMERA POLICY:** It is a violation of the student code of conduct for a person to knowingly spy upon, observe, or otherwise view (using equipment such as webcam, video camera, digital camera, etc.), photograph, or cause to be photographed any individual in a place where there is a reasonable expectation of privacy,

**WEB CAMERA POLICY (CONT.):** without the consent of that individual. It is also a violation to recklessly or maliciously interfere with or damage computer or network resources, computer data files, or other information; engage in or attempt to engage in a denial of service; use university resources to illegally distribute copyrighted material; fail to comply with laws, license agreement, and contracts governing the network, software, and hardware use; or use university resources to illegally distribute copyrighted material; fail to comply with laws, license agreements, and contracts governing the network, software, and hardware use; or use university computing resources for authorized commercial purpose or personal gain.

**WINDOWS:** No type of decorating, signs, etc. may be hung in between the window and the window blind or directly on the window (inside or out). No items shall be stored, thrown, and/or passed from any residence hall/apartment window. Windows should remain closed when the heating/cooling system is operating. For the security of your personal property, windows should remain locked and curtains or blinds drawn when no one is home. Windows may not be used as an entrance into the residence. Report any damage to window/window locks immediately to the Physical Plant (931) 221-7424

**WINTER BREAK HOURS:** Winter break will start Dec. 12, 2024 and end Jan. 16, 2025. During this break, student will not be required to leave their fall assignments if they will return for spring.

**WITHDRAWAL FROM THE UNIVERSITY:** An official withdrawal requires that all courses be dropped by completing the form through AP OneStop. All students withdrawing from the university during fall, spring, or summer semesters must complete a Contract Release Request Form, which can be found on Austin Peay's website under forms and contracts. Students can also pick up a physical copy of the form at the Housing Office Room 121 in Miller Hall. Once the request is approved, the student must remove all personal belongings and complete a proper checkout with the residence hall staff. Failure to check out of your residence may result in a continuing charge to your account for occupying the room/apartment assigned.

## Prohibited Items

- Extension cords without a surge protector
- Candles and incense
- Waterbeds
- Microwave with power greater than 1000 watts
- Halogen lamps
- Electric blankets
- Refrigerators larger than 5 cubic feet
- Dartboards
- Large stereo/amplified instruments
- Space heaters
- Firearms, hunting knives, martial arts equipment
- Pets
- Alcohol and alcohol-themed items or paraphernalia
- Airsoft/paintball guns
- Hover Boards (*not permitted anywhere on campus*)

For more information on prohibited items  
and a recommended packing list, visit

<http://www.apsu.edu/housing/future-residents/what-to-bring.php>

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## **APSU-ResDevices Self Registration Portal**

Any student living in an APSU Residence Hall can register up to five personal devices, such as game consoles, Apple TV, Roku, Fire Stick, and printers, to the APSU-ResDevices network. You must use a computer to log in to the APSU-ResDevices portal to register. Once registered, the devices will be granted access to the APSU-ResDevices Wi-Fi network. This self-service option requires no OIT assistance!

Please go to [Article - Registering a Device with A... \(apsu.edu\)](#) for detailed instructions on self-registering devices.

If you need additional assistance, visit the GovsTech help desk in the MUC lobby,  
email [govstech@apsu.edu](mailto:govstech@apsu.edu) or call 931-221-4357 (HELP).



# Austin Peay State University

## LICENSE AGREEMENT FOR UNIVERSITY HOUSING

Office of Housing/Residence Life and Dining Services

Phone: (931) 221-7444 Fax: (931) 221-7165

### I. LICENSE AGREEMENT PERIOD

A. Academic Year (August 2025 - May 2026)

B. Spring Semester Only (January 2026 - May 2026)

Occupancy of the residence hall room will be for the above period of time. It will extend from the announced opening of the residence halls until 24 hours after the student's last final exam. For graduating seniors, occupancy in the residence halls may be extended until 10 a.m. on the day after the graduation ceremony. The term of this agreement will begin on the weekend (see current rate schedule for specific dates and times) prior to the day of move in for the specified fall term and will remain in effect until the day of the student's last spring term examination or spring graduation date if the student is among those "Students" scheduled, in advance, to graduate.

A. **Academic Year Terms** - Student agrees to reside on campus for both the fall and spring terms, provided "Student" enrolls in "University" for both terms. Fall housing fees are due and must be paid during the fee payment period at the beginning of the fall term. Spring housing fees are due and must be paid during the fee payment period at the beginning of the spring term.

B. **Spring Term only** - Student who enrolls for spring term only.

### II. TERMINATION OF LICENSE AGREEMENT

A. **BY THE STUDENT** - A request for the termination of this agreement must be made in writing to the Office of Housing/Residence Life and Dining Services via email (housing@apsu.edu) before the first day of move-in or via a Housing Contract Release form after the first day of move-in, to have charges removed or pro-rated on the student account.

**APPLICATIONS MAY NOT BE TRANSFERRED BETWEEN SEMESTERS OR ACADEMIC YEARS.**

B. **BY THE UNIVERSITY** - This agreement shall terminate at the discretion of the Office of Housing/Residence Life and Dining Services in the event of any of the following:

1. The premises are destroyed, or in the opinion of the Office of Housing/Residence Life and Dining Services, are unsuitable for occupancy for any other reason.
2. The student fails to fulfill financial obligations specified in this University Housing/Residence Life policy, or if the student for any reason loses status as an enrolled student. In such circumstances, the student will be given 24 hours to vacate the premises.
3. The student is not accepted to the University. In such cases, the student will be charged a daily rate for occupancy in the residence halls/apartments.
4. Other extenuating circumstances, which can include student's failure to comply with the proper Use of Facilities, whereby the student is given thirty (30) days notice in writing by the Office of Housing/Residence Life and Dining Services.

C. **ABANDONMENT OF PROPERTY** - In the event the student abandons personal property, The Office of Housing/Residence Life and Dining Services will attempt to contact the student. If the Housing Office is unable to contact the student, the materials will be inventoried and stored for a period of time not to exceed thirty (30) days, during which the student will be charged a daily storage fee. The University assumes no liability for any stored items. At the end of the thirty (30) day waiting period, all stored items will be disposed of properly.

D. **ENROLLMENT STATUS** - Student must be enrolled as a student of the University to reside on campus.

### III. PAYMENT OF RENT

Student must pay rent for the particular housing to which the student has been assigned according to a schedule of rates set each academic year by the University, and rent is due on a semester basis, at or prior to registration for that semester.

APSU is not responsible for damage to or disappearance of personal possessions of the student resident under any circumstances. **IN CASE OF FIRE OR OTHER DAMAGES OR LOSSES, THE UNIVERSITY DOES NOT INSURE STUDENT RESIDENTS' PERSONAL POSSESSIONS.**

### IV. FAIR HOUSING

APSU does not discriminate regarding race, color, religion, or national origin in the assignment of housing.

### V. REFUND POLICIES

#### A. RENT

1. Contingent upon an approved Request for Release from License Agreement for Illness or Other Health Related Reason by Housing/Residence Life and Dining Services, a pro-rated refund (based on daily rate) will be made if a student moves out of the residence halls/apartments due to personal illness, (confirmed in writing by a licensed physician) OR at the request of the University for other than disciplinary reasons (i.e., marriage, academic suspension, or non-enrollment).
2. No refund of payment will be made if the student moves out of the residence halls/apartments for any other reason except those noted above.

#### B. MEAL PLAN

1. Contingent upon an approved Request for Release from License Agreement for Illness or Other Health Related Reason by Housing/Residence Life and Dining Services, a pro-rated refund (based on daily rate) will be made if a student moves out of the residence halls/apartments due to personal illness, (confirmed in writing by a licensed physician) OR at the request of the University for other than disciplinary reasons (i.e., marriage, academic suspension, or non-enrollment). **This pro-rated refund will only be available if the student meets the above criteria within the first 14 days after classes begin for said semester.**
2. No refund of payment will be made if the student moves out of the residence halls/apartments for any other reason except those noted above.

### VI. USE OF FACILITIES

A. **STANDARDS** - The student will exercise reasonable care for and maintain acceptable standards of cleanliness in the assigned room, common spaces, and adjoining bathroom.

B. **HOUSING RULES AND REGULATIONS** - The student will abide by all rules and regulations pertaining to residency in University housing as set forth in the Residence Life Handbook which are incorporated herein by reference.

C. **CODE OF CONDUCT** - The student will abide by the APSU Student Code of Conduct which are incorporated herein by reference.

D. **DAMAGE** - The student is responsible for the assigned room and its contents and will be charged for any and all damage occurring during the term of occupancy. Students who damage university property through negligence or willful actions will be financially liable and subject to disciplinary action. If the identity of the person cannot be determined, the cost of the repair may be divided among all or any portion of the residents of the hall.

### VII. UNIVERSITY LIABILITY

A. **PROPERTY** - The University will be held harmless from any suit, action at law, or other claim whatsoever resulting from or arising out of damage or theft of property while the student is the occupant of the residence hall under this agreement except where damage or theft is due to the negligence of the University or its employees.

B. **PERSONAL INJURY** - The University will not be held liable for any injuries in the residence halls or grounds unless the injury is due to the negligence of the University or its employees.

C. **DISRUPTION OF SERVICE** - The University will not be liable for the disruptions to any services that are beyond the University's control, or that are restored within a reasonable amount of time.

D. **ASSIGNMENTS** - The University reserves the right to the assignments or reassignments of residence hall spaces. The University reserves the right to deny assignment to any student.

E. **ROOMENTRY** - The University reserves the right for authorized University personnel to enter the student's room for any purpose connected with the maintenance, housekeeping, or for any other reason reasonably connected with the interest of the University or the enforcement of rules and regulations.

### VIII. MEAL PLAN

A. **REQUIRED** - Each Housing Student is required to participate in a meal plan offered by the University dining program. By participation in the meal plan, the student agrees to accept the meal plan agreement. Only exception is for residents of Emerald Hill and Two Rivers, excluding Freshmen.





Govs Dining

# DINE ON CAMPUS



@GOVSDINING



## STANDARD HOURS OF OPERATION

<b>AUSTIN PEAY</b> <b>FOOD HALL</b> <b>Monday - Thursday</b> Breakfast: 7 AM - 10 AM Light Breakfast: 10 AM - 11 AM Lunch: 11 AM - 3 PM Light Lunch 3 PM - 4 PM Dinner: 4 PM - 7:30 PM <b>Friday</b> Standard Hours 7 AM - 4 PM Dinner: 4 PM - 6:30 PM <b>Saturday - Sunday</b> Brunch: 10:30 AM - 4 PM Dinner: 4 PM - 6:30 PM	<b>THE TERRACE DINER</b> <b>Monday - Sunday</b> 5 PM - 12 AM   <b>Monday - Friday</b> 7:30 AM - 5 PM <b>Saturday - Sunday</b> CLOSED	 <b>Monday - Thursday</b> 8 AM - 10:30 AM 10:30 AM - 7 PM <b>Friday</b> 8 AM - 10:30 AM 10:30 AM - 4 PM <b>Saturday - Sunday</b> CLOSED	 <b>PEI WEI</b> <b>ASIAN EXPRESS</b> <b>Monday - Thursday</b> 11 AM - 5 PM <b>Friday</b> 11 AM - 4 PM <b>Saturday - Sunday</b> CLOSED	 <b>Monday - Thursday</b> 7 AM - 4 PM <b>Friday</b> 7 AM - 2 PM <b>Saturday - Sunday</b> 10:30 AM - 2 PM	 <b>Monday - Thursday</b> 7 AM - 6 PM <b>Friday</b> 7 AM - 4 PM <b>Saturday - Sunday</b> CLOSED
		 <b>FRESH FOOD KITCHEN</b> <b>Monday - Friday</b> 10 AM - 4 PM <b>Saturday - Sunday</b> CLOSED	 <b>Monday - Friday</b> 7:30 AM - 1 PM <b>Saturday - Sunday</b> CLOSED		

# August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7		9
10	11	12	13	14	15	16
17	18	19	20 CH 2 & 3, Blount, Harvill, Sevier, GTS Move-In 9 a.m. - 3 p.m. & 7 p.m. - 9 p.m. Meal Plan Starts	21 CH 4 & 5, GTN, Eriksson, HDV 1-4 Move-In 9 a.m. - 3 p.m. & 7 p.m. - 9 p.m.	22 HDV 5-8, MA, EH/TR Move-In 9 a.m. - 3 p.m. & 7 p.m. - 9 p.m.	23
24	25 1 <sup>st</sup> Day of Class APSU Day of Service!	26	27	28	29 Last day for 100% refund	30
31	<b>Late Registration &amp; Add/Drop Aug. 25-29</b>					



# September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>  <b>Labor Day University Closed</b>	2	<b>3</b>  Last day to change meal plan	4	5	6
<b>7</b>  Last day to Drop a class without Record	<b>8</b>    <b>Room change Sept. 8 &amp; 9</b>	<b>9</b>    	<b>10</b>    	<b>11</b>    	<b>12</b>    	<b>13</b>    Last Day for 75% refund
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	<b>Health &amp; Safety Checks Sep. 22nd-26th</b>					
<b>28</b>	<b>29</b>	<b>30</b>				

# October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
	Priority Advising/Registration for Spring/Summer 2026 Oct. 6 – 10					
12	13	14	15	16	17	18
	Fall Break – No Classes					
19	20	21	22	23	24	25
		Fall Graduation Application Deadline				
		Homecoming Oct. 20–25				
26	27	28	29	30	31	
	Last Day for 25% Fee Adjustment Last Day to Drop with “W”					

# November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5		7	8
Health & Safety Checks Nov. 3rd-7th						
9	10	11	12	13	14	15
		Veterans Day University Closed				
16	17	18	19	20	21	22
23	24	25	26	27	28	29
			Thanksgiving Holiday (No Classes, University is open)	Thanksgiving Day University Closed	Thanksgiving University Closed	
30						



# December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b>	<b>3</b> Last Day of Classes for Full Term	<b>4</b> Study Day	<b>5</b> Final Exams	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Commencement Last Day to Make Up "I" Grades	<b>13</b> Winter Term Classes Begin
		<b>Final Exams Dec. 5–11</b>				
<b>14</b> Last Day for 100% refund	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Last Day to Drop a Class without Record	<b>20</b> Last Day for 75% refund
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Last Day for 75% Fee Adjustment	<b>26</b>	<b>27</b>
		<b>Holiday break – University Closed Dec. 23 – Jan. 1</b>				
<b>28</b>  <b>Holiday break – University Closed Dec. 23 – Jan. 1</b>	<b>29</b>	<b>30</b>	<b>31</b> New Year's Eve Last day to Drop "W"			

# January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dates subject to change. Please refer to Academic Calendar for updates.				<b>1</b> New Year's Day <b>Holiday break- University Closed</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>  Last Day of Winter Term Classes	<b>12</b>	<b>13</b>	<b>14</b>  Meal Plan Starts	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>  Spring Move-In Noon – 3 p.m.	<b>19</b>  <b>MLK Day University Closed</b>	<b>20</b>  Classes Begin	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>  Last Day for 100% refund
<b>25</b>	<b>26</b>  Last day to change meal plan	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

# February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> Last Day to Drop a Class without Record	<b>3</b> Last day to change meal plan	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> Last Day for 75% refund	<b>Health &amp; Safety Checks Feb. 9th-13th</b>					<b>14</b> Valentine's Day
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

# March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Spring Break (No Classes) Mar. 9-13  <b>Spring Break – No Classes March 9–13</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>  Graduation Application Deadline	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>  Last Day for 25% refund  Last day to Drop "W"	<b>31</b>				



# April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dates subject to change. Please refer to Academic Calendar for updates.			1	2	3 Spring Holiday University closed	4
5 Easter Sunday	6	7	8	9	10	11
Health & Safety Checks Apr. 6th-10th						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of Class for Full Term	30 Study Day		

# May 2026

Sun	on	Tue	Wed	Thu	Fri	Sat
					<b>1</b> First day of Final Exams	<b>2</b>
<b>3</b>	<b>4</b>  Move Out 7–9 p.m. May 1–8	<b>5</b> Final Exams – May 1–7	<b>6</b>	<b>7</b>	<b>8</b> Commencement	<b>9</b>
<b>10</b>	<b>11</b> MayMester Classes Begin	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> Memorial's Day University Closed	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> MayMester Classes End	<b>30</b> MayMester Move Out Noon-3 p.m.
<b>31</b>						

# June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> Summer 1 and Summer 3 Classes Begin	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Juneteenth University Closed	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				Dates subject to change. Please refer to Academic Calendar for updates.

# July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dates subject to change. Please refer to Academic Calendar for updates.			1	2 Summer 1 Last Day of Classes	3	4 Independence Day
5	6 Classes Begin Summer 2	7 Last Day for 100% refund	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Summer 3 Last Day of Classes	25
26	27	28	29	30	31	



# August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Last Day of Classes	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					