Department of Housing and Residence Life

2015 - 2016

Handbook for the Martin Residence
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The Department of Housing and Residence Life

Mission
The Department of Housing and Residence Life supports the mission of the University by fostering inclusive communities that encourage interdisciplinary activity and engagement by providing campus housing, as well as excellent customer service to the Jefferson community. We strive to collaborate with all partners across the university to enhance the on campus experience. Residents are our first priority. We seek to encourage the social and personal development of each resident by providing experiences which create an atmosphere conductive to academic success and lifelong learning.

Department Learning Goals and Outcomes
Goal 1: Students will discover a greater understanding of self by exploring personal and professional values. (Awareness of self)
   1. Students will be able to identify their own personal and professional values.
   2. Students will be able to acknowledge how wellness impacts their personal and professional values.

Goal 2: Students will demonstrate an awareness and understanding of others in a diverse community. (Awareness of difference)
   1. Students will be able to understand how their behaviors affect others.
   2. Students will be able to learn the values and perspectives of others.

Goal 3: Students will create strong interprofessional connections with the Jefferson community. (Community development)
   1. Students will be able to identify opportunities to interact with the Jefferson community.
   2. Students will be able to establish interprofessional connections within the Jefferson community.

Office Staff and Information
The Department of Housing and Residence Life Office is located in the Orlowitz Residence on the first floor, Suite 103. The office is open Monday – Friday from 9:00A.M. to 5:00P.M. Feel free to stop by the office during business hours to voice a concern, ask a question or pick up some information regarding on-campus housing.

Office Contacts:
Housing Office Phone: (215) 955-8913,
Short-term Housing phone: (215) 955-4679
Office email: university.housing@jefferson.edu
Office Staff:

Laurie Yuhnke, Director of Housing and Residence Life
The Director of Housing and Residence Life is responsible for developing and implementing the direction and vision of the department. The Director reviews all housing related policies and procedures while overseeing all aspects of on-campus housing operations in conjunction with PMC for Barringer and Orlowitz. The Director is responsible for responding to student concerns and developing a student-centered community within the residence halls.
Contact info:
   Email: laurie.yuhnke@jefferson.edu
   Phone: (215) 955-1756

Don Morrissey, Assistant Director for Housing Operations
The Assistant Director for Housing Operations addresses concerns regarding long and short-term contracts, assignments, and off-campus information. The Assistant Director for Housing Operations serves as the supervisor of the Front Desk Staff, the Martin Residence Hall Property Manager, the Short-Term Housing Coordinator, and as the liaison to the property manager of the Barringer and Orlowitz Residences.
   Email: don.morrissey@jefferson.edu
   Phone: (215) 955-2890

Kenneth Lastowka, Assistant Director of Residence Life
The Assistant Director of Residence Life is responsible for the quality of life in the residence halls. This includes coordinating the Resident Assistant (RA) Program, overseeing in-house programming, providing peer-counseling and advocacy, maintaining the residential intervention process, publishing the residential newsletter, arbitrating conflicts and other various functions. The Assistant Director of Residence Life also acts as a live-in counselor who is also available after business hours to respond to emergencies. Contact can be made through an RA on duty at the Front Desk.
   Email: kenneth.lastowka@jefferson.edu
   Phone: (215) 955-1755

Kimberly Shaw, Housing Coordinator
The Housing Coordinator is responsible for managing and overseeing the housing assignments, contracts and housing applications for all current and incoming students.
   Email: kimberly.shaw@jefferson.edu
   Phone: (215) 955-5478

Residential Property Management
The Assistant Director for Housing Operations oversees all operational aspects of the Martin Residence and short-term housing. This includes coordination of custodial and maintenance services, management of the front desk staff and property development. A staff member is available Monday to Friday, 9:00 a.m. to 5:00 p.m.:

Don Morrissey, Assistant Director for Housing Operations
1000 Walnut Street
Orlowitz, Suite 103
Philadelphia, PA 19107-5518
215-955-2890
Residence Life Staff

The Residence Life program includes twelve Resident Assistants (RA’s) and the Assistant Director of Residence Life. Resident Assistants (RA’s) are full-time undergraduate or graduate students who live, interact and learn with their peers within the residence hall community. Resident Assistants are chosen on the basis of excellent leadership, strong interpersonal skills, responsibility and the ability to communicate with their fellow students. The goal of a RA is to help stimulate personal and academic growth and to develop a strong community within the residence halls while acting as a resource for university or city knowledge. The Department of Housing and Residence Life, in conjunction with the Department of Campus Security, may also offer safety programs and safety information throughout the year. These programs cover personal safety issues related to city life and to apartment and residence hall living. Residents are encouraged to attend.

One RA is on-call to assist residents whenever the Housing Office is closed. Contact can be made through the front desk of any residence hall. During regular business hours, the Assistant Director of Residence Life operates as the RA on duty to ensure that there is coverage 24 hours a day. In his/her absence, another member of the Housing Staff is available to assist. When necessary, Residence Life sponsors “town hall” meetings where residents are encouraged to discuss building-wide issues.

2015-2016 Resident Assistant Staff:

<table>
<thead>
<tr>
<th>Martin Residence</th>
<th>Orlowitz Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 235: Gabrielle Collinsworth</td>
<td>- 105: Sara Munie</td>
</tr>
<tr>
<td>- 335: Khalid Srour</td>
<td>- 202: Victoria Dean</td>
</tr>
<tr>
<td>- 435: Andrea Okoro</td>
<td>- 1310: Jeremiah Warner</td>
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<tr>
<td>- 535: Alexander Adams</td>
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<tr>
<td>- 635: Stephanie Nagy</td>
<td></td>
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<tr>
<td>- 735: Kathleen Seip</td>
<td>Barringer Residence</td>
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<tr>
<td>- 835: Carrie Wise</td>
<td>- 608: Megan Smith</td>
</tr>
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<td></td>
<td>- 807: Martin Harari</td>
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Resident Rights and Responsibilities

Members of the residential community of Thomas Jefferson University are expected to act in accordance with University policies and procedures. Resident rights and responsibilities are the following:

RIGHTS
• The right to a residential environment conducive to academic pursuits.
• The right to notification of all residential charges and complaints against him/her.
• The right to timely and equitable adjudication of aforementioned charges.
• The right to appeal departmental decisions according to established procedures.
• The right to a timely and equitable response to an appeal.

RESPONSIBILITIES
• The responsibility to be fully acquainted with, and to comply with, University, departmental, building policies and regulations as stated in the Housing Agreement, the residential building Handbook, the resident’s Student Handbook, TJU/TJUH Policies, and the University Code of Conduct.
• The responsibility to respect the rights and property of other residents and of the University.
• The responsibility to cooperate and be forthright with University officials.
Housing Policies and Procedures

Policy on Equal Opportunity
Thomas Jefferson University is committed to providing equal opportunity. All employment, policies, and practices are in accordance with applicable federal, state, and local anti-discrimination laws. Jefferson will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment) on account of a person’s sex, age, race, color, religion, creed, sexual preference or orientation, gender identity, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap, or disability or any other protected group or status.

Disability Accommodation
The Department of Housing and Residence Life is committed to accommodate persons with disabilities who require assistance in a reasonable manner. Thomas Jefferson University manages all requests for disability accommodations in compliance with the Americans with Disabilities Act, Fair Housing Administration, and all other applicable laws and regulations. Accommodation requests that are not subject to state or federal law are considered on a space-available basis. In such cases, requests for specific housing arrangements will be considered as options are available, but specific housing cannot be guaranteed. While each request will be considered, specific areas and types of rooms are not guaranteed. The wheelchair accessible apartment assignment is for students with documented disability. Specific roommate requests may or may not be accommodated.

All requests for accommodations should be made to Jennifer Fogerty, Director of Student Support and Development, by contacting her at either jennifer.fogerty@jefferson.edu or (215)503-2787. Jennifer oversees all accommodations for the university and will contact the Director of Housing and Residence Life with any accommodations for the residence halls.

College and University Vaccination Act
Effective August 27, 2002, this law requires all full-time college students who live in university housing show proof that they have been vaccinated against meningococcal disease (bacterial meningitis).

Housing Eligibility
Applications will be accepted from the following University constituencies: prospective fully matriculated students, House Staff, and fellowship applicants of Thomas Jefferson University and affiliates on file. Post-doctoral fellows and house staff applicants must verify their eligibility status by providing a letter from their department confirming that the fellowship will continue for at least one calendar year.

Priority
Applicants are assigned by date and time of receipt of application and priority status in effect. First and second priority status is assigned to applicants on the basis of their home address (which will be the address of record in the Registrar/House Staff/Department office). First priority applicants are: 1) those who have a permanent home address outside the Philadelphia city limits, 2) those within Philadelphia zip codes 19114, 19115, 19116, 19154, and, 3) current residents of Barringer, Martin or Orlowitz residences. Second priority applicants are those whose permanent home address is within the Philadelphia city limits except for the zip codes 19114, 19115, 19116, and 19154.
Placement of Second Priority Applicants:
After all first priority applicants have been placed, and if there is remaining housing, second priority applicants will be assigned.

Guaranteed Housing for First Year Students
First year students in the Sidney Kimmel Medical College, Jefferson College of Health Professions, Jefferson College of Nursing, Jefferson College of Pharmacy, Jefferson College of Population Health, or Jefferson College of Biomedical Sciences are guaranteed University housing if: 1) applications are received in the Housing Office by May 31, 2) official acceptance to TJU for a fall or pre-fall term is received by May 31 and, 3) applicants have first priority status. Guaranteed housing does not guarantee that an applicant will receive his/her preference of building, size, number of roommates, and/or occupancy date. However, every effort will be made to meet an applicant’s first choice. If the guaranteed assignment is rejected for any reason, the guaranteed space will be offered to the next applicant. This will insure that each applicant receives one assignment before any applicant receives a second assignment. To meet the guarantee, students may be assigned to overflow space (i.e. three people in a two bedroom unit, two people in a one bedroom unit, etc.).

Assignments
Rooms are assigned by the Housing Office with special efforts to accommodate student needs and requests. Married couples and children are not permitted to reside in the Martin Residence. Questions regarding assignments and billing should be directed to the DHRL Office in 103 Orlowitz Building. A $500 Security Deposit is required to secure all on-campus housing assignments.

Occupancy
Martin units must be occupied as assigned. Applicants will have the option to list their preference of a shared or private space. However, preferences are not guaranteed. In addition, Martin Residential Housing is unable to accommodate family housing.

Pets and Service Animals
The Department of Housing and Residence Life does not permit pets in the residence halls. Pets include, but are not limited to, animals, fish, birds, insects, reptiles and/or lab specimens. Failure to abide by this policy can result in the loss of a student’s housing security deposit, additional fines and/or disciplinary action.

Exceptions to this policy may be made in circumstances in which a student requires a service animal or assistance animal as a reasonable accommodation of his or her disability. Students requiring such an accommodation should contact Jennifer Fogerty, Director of Student Support and Development, at either (215) 503-2787 or jennifer.fogerty@jefferson.edu to address whether such an accommodation is appropriate, and to discuss specific needs and services prior to the animal arriving on campus. The need for an assistance or service animal may be discussed on a case-by-case basis with the Department of Housing and Residence Life, which, if appropriate, will address procedures and appropriate management of the animal for living on campus. No animal will be permitted in the residence halls without formal approval by the Director of Housing and Residence Life.

Deposits
In order to secure a housing assignment, residents will be required to pay a security deposit with the signed Housing Agreement. Security deposit payments for Martin residents are managed in the Department of Housing & Residence Life, Orlowitz Suite 103. Checks should be made payable to Thomas Jefferson University. As of January 1, 2011, the security deposit for an on-campus unit is $500.
Housing Agreement
Applicants offered apartment housing will enter into an agreement with the University. Banner housing fees should be paid at the beginning of each semester.

Housing Fees
Residents will be able to pay housing fees on Banner Web in the beginning of each term. Housing contracts are broken up into four terms and residents will be billed by term. Non-student residential residents (i.e. post-doctoral fellows) in Martin are required to pay for housing fees within the first week they are assessed. The four terms and corresponding rates are:

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall Term</td>
<td>September 1- December 31st</td>
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<tr>
<td>Spring Term</td>
<td>January 1st-March 31st</td>
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<tr>
<td>Summer Term</td>
<td>June 1-30th</td>
</tr>
<tr>
<td>Pre-Fall Term</td>
<td>July 1st-August 31st</td>
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The basic Martin contract is 9 months long and encompasses the Fall and Spring Terms. Residents can opt to add on the Summer and/or Pre-Fall Terms, creating 10-12 month contracts.

Housing Fees and Academic Record Holds
Housing fees cannot be withheld because of needed repairs, damages or other inconvenience experienced by the resident.

If there are any questions about an account balance, the resident is responsible for checking Banner web. Banner Web is accessible by way of a link on the Black Board intranet page. An academic hold will be placed on all student records with overdue balances. For more information, on Banner Web payments or to sign up for a payment plan, please visit the Tuition Office, 1020 Walnut St. Scott Memorial Library, Room 521. You can investigate all housing holds in the Housing Department, Orlowitz Suite 103, Monday-Friday, 9 a.m. – 5 p.m., (215) 955-8913.

Financial Aid
Your housing fees will appear on your tuition bill and if you received financial aid and the disbursement includes room fees, the financial aid monies will go directly towards paying your housing fees. Please be advised that not all academic terms are budgeted by financial aid, which is dependent on your academic program. You should consult with the Office of Financial Aid regarding what housing fees your financial aid covers.

The University Office of Financial Aid
1015 Walnut Street
Curtis Building, Suite 115
Philadelphia, PA 19107
(215) 955-2867
financial.aid@jefferson.edu

Roommate Consolidation
In Martin, one or two occupants may share a unit. Depending on the occupancy standard and/or current assignment lists, when a roommate situation changes, the remaining resident will be offered the option to change the status to private and pay the additional housing fees. If a resident decides to remain in a contract for a shared unit, roommate consolidation remains an option.
Roommate consolidation typically usually occurs during the months of September and January. However, the Department of Housing and Residence Life reserves the right to consolidate space at any time during the course of a contract. Residents in shared spaces without a roommate may receive a roommate at any time. Housing officials will attempt to inform the resident within 48 hours, although this is not a requirement.

- The Housing and Residence Life staff will facilitate consolidation and will assist residents in finding roommates during the consolidation period. There is also a “Roommate Book” located in the DHRL Office, 103 Orlowitz to help facilitate roommate matches.
- Please call a Resident Assistant or the Assistant Director of Residence Life at (215)955-1755 if you have questions regarding roommate issues. A Resident Assistant (RA) can be contacted by speaking to someone at the front desk.

Transfers
Requests for changes in room assignments may be made during the year. However, transfers are dependent, in part, on availability. The Department of Housing and Residence Life cannot guarantee a transfer. Since housing administration records are used to locate residents and to establish responsibility for possession of room keys, access cards and room conditions over the year, it is necessary for all transfers to be formally processed through the DHRL Office before any moves occur. To initiate a room transfer, contact the Department of Housing and Residence Life at (215) 955-8913 to discuss your situation. The Housing Coordinator will attempt to equitably resolve transfer requests. If the resident is not satisfied or if there are no options available, the resident may file an appeal with the Director of Housing and Residence Life.

Inspections
A member of the Property Management staff inspects the apartment before occupancy. Another inspection takes place when the room is vacated. Residents are responsible for any damage that takes place during their occupancy. Upon move-in, each resident receives a move-in survey. Residents are required to complete the form and return it to the Front Desk or the DHRL Office (103 Orlowitz) within 48 hours after move-in. In order to avoid being charged for damages upon move-out, it is important that each resident note anything needing repairs on this form. Additional Property Management inspections will take place during occupancy to insure fire safety and adherence to University and/or departmental policies.

Leave of Absence
Students who take a “leave of absence” or a “medical leave of absence” need to notify the Department of Housing and Residence Life prior to leaving the residence halls. Students must fill out a termination form and speak with the Director of Housing and Residence Life to verify the student’s change of status prior to moving out. After the student’s termination form has been received and processed, the student’s housing agreement will be terminated. Since the housing agreement terms were not fulfilled, the student may forfeit their $500.00 housing deposit depending on the circumstances of the leave of absence.

If a student moves out of the residence halls without completing the steps outlined above, the student is still responsible for the terms in their housing agreement including monthly or term payments.

Terminating or Sub-leasing a Housing Agreement
Housing contracts in the Martin Residence terminate on May 31st. Housing contracts are automatically terminated if a resident withdraws or is dismissed from Thomas Jefferson University, or if the resident resigns or is terminated from a post-doc fellowship or a house staff position. There are no other conditions under which the University will terminate the housing contract prior to May 31. In the Martin Residence, a resident wishing
to terminate the contract prior to May 31 has two options:

- Locate an eligible replacement resident (sub-let), or
- Allow another eligible affiliate of the University to assume your lease (lease-assumption).

To learn more contact a representative of the DHRL Office at (215) 955-8913.

**Short-Term Housing**

There is one floor in Martin available for short-term housing. Short-term housing is available for Jefferson affiliates, students and patients and families. The Assistant Director for Housing Operations oversees short-term housing and it is subject to availability. For more information, contact ShortTermHousing@jefferson.edu or Don Morrissey, Assistant Director for Housing Operations at don.morrissey@jefferson.edu.
Martin Residence Overview

Building Description

The Martin Building:
The Martin Building is an 8-story residential building located at 201 S. 11th Street. The Martin Residence completed an extensive, five-year renovation of all rooms and common areas in the Fall of 2013. The majority of rooms contain a bed, desk/desk chair, dresser, two roll-away drawers, and one micro fridge. Each floor is air-conditioned and includes common bath, shared shower rooms, a lounge, and snack kitchen. Other services include 24 hour front desk coverage, basement lounge with large-screen cable TV, a study room, a coin-operated laundry area, and vending machines.

Building Utilities

Included Utilities:
The following utilities are covered in the monthly rent payments for Martin:

- Electric
- Air Conditioning / Heating
- Water

Cable:
Residents have the option to have cable TV service in their room. Each room is cable ready. Cable television service must be purchased through a subscription. Installation fees and monthly charges are billed to the subscriber. Arrangements are contractual between the resident and Comcast Cable. The University has no obligation or responsibility in these matters. Cable TV services can be obtained through an individual arrangement with Comcast Cable by calling either 1-800-XFINITY or going to www.comcast.com.

Telephone:
Telephone service can be obtained through individual arrangement with a local telephone provider. Arrangements are contractual between the student and the telephone company. The University assumes no obligation. Telephone company employees will be allowed access to connect or repair internal room phone lines only with the resident’s authorization and accompaniment.

Laundry:
There is a laundry room in the basement and first floor of the building in addition to a washer and dryer on each floor for the residents to use. All machines are coin operated.

Building Services

Swipe Card System:
To promote a secure environment for all residents, there is an access card system in the lobby of the Martin Residence. Each resident who has signed a Housing Agreement is eligible to have his/her Jefferson Photo ID programmed to gain access to the building in which they reside. A representative of DHRL will coordinate your access with TJU Campus Security. Residents are advised to visit the DHRL Office during regular business hours if your ID access is compromised or malfunctioning.

Front Desk:
Requests for services are handled at the Martin Front Desk. Please direct all requests for maintenance, custodial and other services to the Front Desk. The Front Desk Staff also sort and distribute mail (U.S. and University),
provide information regarding the University and Philadelphia, collect housing fees and tend to the various building operations. **The phone number of the Martin Front Desk is (215) 503-8511.**

**Wireless Internet:**
Access to the university wireless internet service is available in each residence hall for full time students. For more information, contact the Jefferson Information Services & Technology Department at (215) 955-7975. Student IT support services are available on Pulse under the link, Student IT Support or by visiting:

**Customer Support Center and Student Wireless Support**
Scott Memorial Library
Jeff IS&T Desk, 2nd floor
1020 Walnut Street
Philadelphia, PA 19107

**Custodial Service:**
Custodians clean building common areas each weekday. Each resident is responsible for cleaning up after using common areas and for the upkeep of his/her room.

**Exterminator Service:**
The common areas are routinely inspected by the University’s extermination services. If you detect vermin in your room or in the building, notify the Front Desk to arrange extermination. Residents should be prepared to empty cabinets and drawers for proper service. The exterminator is accompanied by a department staff member of the DHRL Office.

**Maintenance Service:**
The Martin Building is serviced by the Department of Facilities Services. Please report any malfunction or breakage in the building by submitting an online work order via [https://maintreq.jefferson.edu/](https://maintreq.jefferson.edu/) or report the issue to the Front Desk. All requests will be designated as first, second, third, etc., depending on the number of times reported. If a request has been reported more than once, the staff will check a weekly listing of all open work orders to determine when the previous request was submitted. Priority or routine requests that have been reported within a 24 hour time period will not be called in again in order to prevent multiple work orders being issued for the same request. If a request is not listed on the weekly open work order report, it will be called into the service departments and assigned a work order number.

Because the maintenance department is responsible for all University buildings, it is difficult to give an exact date and time when the work will be scheduled. While immediate situations are addressed within one to two business days, the usual turn-around time for routine maintenance is approximately two weeks. Therefore, once a work request is logged, please make sure to allow workers access to the unit and access to the particular problem reported, i.e. move furniture, remove breakable items from the area.

In addition, the maintenance staff will leave a door knob tag stating that they were in the unit and the status of the work request (completed, parts needed, etc.)

**Trash/Garbage:**
Trash from common areas is collected daily. Residents are encouraged to discard room trash on a daily basis. Wastebaskets placed outside residential rooms by 7:00 a.m. weekdays will be emptied by Custodial Services. Room wastebaskets must be returned to the room when emptied and should not remain in the hallways where they become a fire evacuation hazard. Trash from the floor lounges is collected daily.
**Recycling:**

Thomas Jefferson University is a recycling community. Bins for collecting glass, metal cans, and aluminum are placed on each floor in the kitchen areas. Residents are requested to recycle plastic, paper/cardboard, glass, and aluminum. Bins are clearly labeled to accept paper/cardboard, glass, aluminum and steel. Newspapers are not currently being recycled by the University. Sorting recycling material is the responsibility of the resident. Recycling materials that are contaminated by trash are also sorted off site. A paper recycling bin is located in the Martin lobby. Please do your best to help preserve our precious resources.

**Laundry:**

Room B-9 in the basement and Room 134 on the first floor are equipped with coin-operated washing machines, dryers and a change machine. One washing machine and one dryer are also available on each floor. For maximum efficiency, clean the dryer lint traps before and after each use. Please do not overload machines. Overloading stresses the machines and may damage your clothing.

To obtain a refund of lost money due to machine malfunction, residents may call Coinmach directly for reimbursement (1-800-232-WASH.) Coinmach, the laundry room vendor will then process refunds. If a machine is not working properly, please post an “Out of Order” sign on it and notify the Front Desk so a service request can be placed with Coinmach representatives at www.coinmach.com.

**Lost and Found:**

Items found in the buildings should be turned in to the Front Desk of the building where the item is found. Items will be tagged and kept for 30 days. Valuable items will be kept in the DHRL Office for safekeeping. Inquiries about lost articles should be directed to the Front Desk. Be prepared to give a written statement with a detailed description of the item.

**Piano:**

There is a piano available for student recreational use in the Martin Basement Lounge. The piano is available to students seven days a week between the hours of 9:00am – 10:00pm.

**Keys**

Each resident is responsible for the keys they receive for their room. Lost keys should be reported IMMEDIATELY to the Front Desk. Measures will be taken to supply a replacement key and minimize security risks.

- Residents may be charged for replacing a key ($25.00). Additional charges may occur for lock changes. These charges will be included in the succeeding month’s housing fees.
- There is a copy of each room key at the Martin Front Desk. These keys are for maintenance, security, or custodial emergencies. They can also be used when residents lock themselves out of their rooms. To obtain a lock out key, go to the Front Desk. Keys signed out by residents must be returned to the Front Desk within 15 minutes. Lock-out keys are very important. Residents will incur a $100 fee for misplaced lock out keys.
- Valuables should be locked in the drawer or closet.
- It is advisable to keep the room door locked at all times, and locked and chained when inside the room.

The University assumes no responsibility for loss or damage of belongings. However, if a loss occurs, it should be immediately reported to the Front Desk so the incident can be officially recorded. Residents are required to obtain renter’s insurance. The University does not provide insurance coverage on residents’ personal property.

**Mail**

A combination lock mailbox is assigned to each room. Residents are given the combination when they receive their room keys.
• Use the following address for incoming mail:
  Resident Name
  Martin Building, Room #___
  201 South 11th St.
  Philadelphia, PA 19107-5595
• Residents should not leave keys or valuables in the mailboxes.
• House guests and/or subletting residents can receive mail addressed to them in care of the resident of record
• Upon moving out, leave a forwarding address with the Front Desk. Only first class mail will be forwarded for up to one (1) year.

Common Areas
In a communal setting, the cohesiveness of each floor is dependent upon the commitment of each resident. Each resident is to treat other residents with respect and consideration. Few areas cause greater problems than abused common areas. Remember that you are sharing the lounges, bathrooms, television and other facilities with everyone.

Lounges and Kitchenettes:
There is a lounge with a kitchenette on each floor in Martin. Each lounge contains a flat screen TV, lounge furniture and a kitchenette. The building's kitchens are not conducive to large meal preparation. Please be diligent in keeping area clean and ready for use by the next resident. Report any general custodial issues to the front desk clerk. Additional assistance is available by alerting the Assistant Director for Housing Operations (215) 955-2890 or don.morrissey@jefferson.edu

Bathroom Facilities:
The bathroom facilities are for everyone to utilize. Please take all personal belongings with you. The bathrooms and shower rooms are not meant for storage of personal belongings. These items are subject to disposal. The Department of Housing and Residence Life cannot accept responsibility for items stolen, damaged, or discarded. Remember to dispose of trash in the wastebaskets or appropriate containers. If you notice something is not working properly, is broken or needs to be cleaned, please submit a work order or contact the DHRL office to make sure the issue is addressed.

Study Rooms:
Each floor has a study room for students to utilize. The study room has a large table and chairs for students to gather. Please make sure to clean up the room after using.

Lounges
First Floor Conference Room
The study lounge is available for Martin Residents and their escorted guests only. A maximum of three guests may be escorted to the first floor study lounge. Martin residents are eligible to reserve the lounge. However, certain rules do apply. If a resident does not show up with a 15 minute grace period of the time they made the reservation for their reservation shall be null and void and other residents shall be permitted to either reserve or utilize the lounge. Students are not authorized to reserve this lounge beyond a maximum of 3 hours. Personal items are the responsibility of the residents and should not be left in the conference room. The conference room is not to be used as personal storage.

The 9th Floor Solarium
The 9th floor Solarium (rooftop lounge) can be accessed by the south stairwell. The study lounge is only for Martin Residents and their escorted guests. A maximum of three guests may be escorted to the Solarium by a Martin resident. The Solarium is intended for quiet study. Study groups are encouraged to use other facilities.
**Lower Level Multi-Purpose Room**
The Lower Level Lounge, located at the far north end of the building, can be accessed by elevator or by the lobby stairway. This lounge has a Ping-Pong table, pool table, foosball, cable TV, kitchen area with stove and oven, vending machines and dining tables.

**Packing**
There are no designated parking areas for students living in the Martin building. Students are responsible for finding their own short-term or long-term parking. There are several parking lots surrounding Thomas Jefferson University and discounts available through the Office of Commuter Services. For more information regarding parking around Thomas Jefferson University, please go to:
[http://www.tju.edu/customer_service/commuter_services/parking.cfm](http://www.tju.edu/customer_service/commuter_services/parking.cfm)

**Room Policies**
- Each resident is responsible for the upkeep of his/her room. Residents are expected to leave the room in good condition upon move-out.
- Only the individuals identified on the assignment letter may occupy the rooms. Residents are to allow no other person (except the roommate designated by Housing) to occupy or to sublet their rooms (except in accordance with approved guest and subletting policies.)
- Due to the building's limited storage space, all furniture assigned to the room must remain in the room of origin.
- Any food in the room should be kept in airtight, plastic containers to avoid attracting pests.
- Candles and incense may not be burned. Halogen lamps are not permitted as they constitute a fire hazard.
- All rooms are provided with Microfridges (Microwave/Refrigerator Freezer Combination.) Microfridges are provided by the Department of Housing and Residence Life to the residents in the Martin Building. One unit is provided per room. If more than one microwave and/or refrigerator is operating in a room, it could overload the circuits and cause an electrical short. To ensure a safe environment, it is important that only one microfridge be operational per room.
- Toaster ovens, hot plates, halogen lamps, space heaters, toasters, air conditioners and other open-coiled appliances are not permitted in rooms, as they constitute a fire hazard. Closed coil appliances (i.e. coffee-makers) are permitted. Please do not overburden the electrical system by using several appliances at once. Each room has only a 4800 wattage capacity. (FYI: The average hair-dryer uses 1500 watts!)
- Pets and lab specimens are not permitted in the building.
- Residents will be charged for the repair of excessive damage to their room or to common areas.
- Residents are not permitted to use, or to store in the room explosive or highly flammable materials of any sort, exploding fireworks, or firearms or weapons of any type (Policy 119.05)
- Residents are not permitted to make alterations or installations of any kind. If room dividers are desired, they must be of the free standing variety and not fastened to the wall, ceiling, etc.
- Rooms may only be painted by University personnel in accordance with accepted University practices and standards. Please do not use scotch tape, decals, stickers, or adhesive picture hangers on the walls or ceiling or woodwork. Picture framing nails or small screws are encouraged for hanging personal items.
- Due to fire codes and a lack of appropriate space, residents with a roommate are not permitted to store a bicycle in their room. Martin residents who live alone are able to store their personal bicycles in their private room. Free bicycle racks are available in several campus locations including the south side of the Martin Residence Hall and the south side of the Barringer Residence Hall.

*Additional information can be found in the Housing Agreement for the Martin Building.*
Move-in and Move-outs

Move-in Procedure
Students can begin moving into their room as of 5:00pm on the day before their actual move-in date. Students are advised to visit the front desk of the building when they arrive to move in. Temporary loading zone permits can be reserved at the front desk on an hourly basis to assist with unloading. Move in packets can also be retrieved at the front desk with the room key.

Loading Zones
Only Martin residents or pre-approved service personnel can gain access to the loading zone on the south end of the building. Residents can access the loading zone by obtaining a temporary permit from the Front Desk. A valid picture I.D. must be left at the Front Desk while accessing the loading zone. Residents may only use this area for a limited time (up to one hour) while they are loading or unloading their vehicles. During move-in and move-out, the time may be briefly extended with approval from the Front Desk, by requesting another hour-long permit. This loading area is not for parking. Any person exceeding the time limit or using the area for parking may be ticketed or towed at the owner’s expense.

Carts
To facilitate moving, carts are available through the Front Desk on a first come, first serve basis. During periods of heavy demand, a time limit may be imposed by the Front Desk Staff. Photo ID must be provided at the desk when using a cart. Do not leave carts in corridors, where they may be an obstruction in a fire or emergency. Carts must be returned to the Front Desk area in order to have the I.D. returned. Residents are financially responsible for any unreturned carts.

Move-out Procedure
The following information will help you prepare to move out of University housing. If you have any questions or concerns, contact the Housing Office (103 Orlowitz), 215-955-8913.

- The U.S. Postal Service will not honor individual mail forwarding requests when mail is distributed by another entity, such as the Department of Housing and Residence Life. Therefore, it is important to leave your forwarding address with the building Front Desk. All first class mail will be forwarded for one (1) year. SECOND CLASS MAIL WILL NOT BE FORWARDED. Most professional journals are classified second class mail, so please contact the publishers directly with your change of address.
- Be sure to return all keys to the Front Desk on or before your approved termination date, or the refund of your security deposit will be jeopardized.
- Please clean the Microfridge. Leave the setting on number one. Be sure to remove any of your food from the kitchen lounge refrigerator and freezer.
- It is the responsibility of the resident to possess all furnishings originally assigned to the room. Replacement costs for missing furnishings, including blinds, will be billed to the resident account. If you have furniture to be discarded, please notify the Martin Property Manager (215-955-2890). There will be a nominal charge for discarding bulk items. DO NOT PLACE FURNITURE IN THE HALLWAYS OR COMMON AREAS.
- Please do not attempt to patch any holes in the walls or to remove pictures or mirrors that are fastened to the walls by adhesives. Notify the Martin Property Manager (215-955-2890) to arrange removal so that damages or possible charges can be minimized.
- Elevators and moving carts cannot be reserved! They are available on a first come, first served basis when you leave an ID at the front desk. Do not pass the cart to another resident for use. It must be returned before it is logged out again or the cart remains your responsibility as the last “Official” user.
Emergency Procedures

Fire Safety
To prevent fires and minimize injury and damage, residents are to follow the following fire procedures calmly and swiftly. Do not call the Front Desk with questions. The phone lines must be available for emergency purposes.

During a Fire Alarm:
1. Go immediately into the closest fire exit stairway and exit the building. The north stairwell is a fire retardant stairway and an exit from the building. This stairwell was designed to retard fire and smoke. If your access to the north stairwell is blocked residents can use the south stairwell but must evacuate the building via the first floor lobby. Do not attempt to use the elevators.

2. Do not attempt to use the elevators. Elevators are programmed to go to the first floor during an alarm. Residents who come to the lobby will be instructed to evacuate the building and will not be permitted access until TJU Campus Security and/or city authorities give permission. Evacuate and proceed immediately to the building’s designated rally point (a rally point is a location where residents must go in emergency situations to hear further directives.
   a. Barringer Residence Hall: Bluemle Life Sciences Building Courtyard
   b. Orlowitz Residence Hall: Lubert Plaza
   c. Martin Residence Hall: Lubert Plaza

3. Wait for an “All Clear Signal” from a representative of TJU or the Philadelphia Fire Department and then re-enter the building. When the bells are silenced and the representative from TJU and the Philadelphia Fire Department give the all clear, the cause of the alarm has been investigated, the problem has been resolved and the residents many return to their rooms. If you are accidentally responsible for triggering a fire alarm, exit the Martin Building and inform a Housing representative once the Martin Building is deemed clear to enter by the Philadelphia Fire Department or a TJU Official.

If you detect a fire:
1. Activate a fire alarm box to alert others to the danger. Fire alarm boxes are located throughout the corridors. Within 10 feet of each fire exit there is a fire alarm pull box.

2. Go to the front desk to report the fire. Close your room door and take your key (but don’t waste time looking for it.)

3. Evacuate the building and proceed to the rally point. Stay clear of the building to allow the Philadelphia Fire Department clear access and to avoid falling glass or debris from upper floors.

4. Do not re-enter the building until TJU Campus Security or the Philadelphia Fire Department officials give permission.

Fire Doors:
The fire exit doors set off an alarm when opened. Do not open them without permission from the Front Desk except during a fire alarm or emergency. The fire doors automatically release when the fire alarm sounds. During other emergencies the fire exit doors may be used by applying continuous pressure on the crash bar for 15 seconds. While applying pressure, a high pitched noise will sound. Continue to apply pressure until the door
opens. From the 9th Floor Solarium, the door to the main roof is a fire exit. In case of an emergency, exit and proceed across the roof to the north stairwell (a fire exit stairway) and proceed to the street level exit.

Evacuation:
Residents must evacuate the building upon order by the Philadelphia Fire Department, housing management, or its designee.

Shelter in Place
The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard residents during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building.

Residents may shelter-in-place by closing windows and doors and shutting off air handling/HVAC systems, and by moving occupants away from perimeter windows and doors to safer locations in the building. At least once each year a shelter-in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

During a Shelter-In-Place Emergency:
University and/or City Officials will determine when buildings residents are advised to shelter-in-place. When an emergency is announced and shelter-in-place is recommended occupants should immediately go to their designated shelter location. The designated area for Martin residents are the Hallway corridors and/or the Martin lower level lounge.

- If a Shelter-in-Place emergency is announced: close your window and enter the hallway making sure each individual unit door remains shut. Once you are in the hallway, ensure that common area windows in the hallway and kitchenette are closed. (If applicable, close the kitchenette door).
- Residents are advised to become familiar with each campus building’s Shelter-in-Place plan. Visit the TJU Campus Security website http://www.jefferson.edu/Campus Security/preparedness.cfm#sip

If you have any questions about a building’s shelter-in-place plan, please call the Assistant Director of Residence Life at (215) 955-1755.

Lock Down
A procedure used when there is an immediate threat to building occupants. Students, faculty and staff would be instructed to secure themselves in the rooms they are in and no one should leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove or evacuate any innocent bystanders from immediate danger to an area of safe refuge. This procedure is most commonly used to secure areas not directly impacted by an incident occurring inside a building. During a lock down cell phones should be silenced. Other electronic devices should be shut off (TV, video games, etc.)
Active Shooter
Quickly determine the most reasonable way to protect your own life.

Evacuate if there is an accessible escape path.
Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, including patients, students, visitors, and other staff if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 811 (on-campus) or 911 (off campus or non-Jefferson building) when you are safe

Hide out if evacuation is not possible.
Find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the active shooter’s view, should provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), and it should not trap you or restrict your options for movement. To prevent an active shooter from entering your hiding place, lock the door and blockade the door with heavy furniture.

If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation and hiding out are not possible
- Remain calm
- Dial 811 (on-campus) or 911 (off-campus or non-Jefferson building), if possible, to alert police to the active shooter's location if you cannot speak, leave the line open and allow the dispatcher to listen.

Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling, and committing to your actions.

How to respond when Law Enforcement Arrives:
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers usually arrive in teams of four (4). Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. Officers may be armed with rifles, shotguns, handguns. Officers may use pepper spray or tear gas to control the situation. Officers may shout commands, and may push individuals to the ground for their safety. When law enforcement arrives:
- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers. Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
• Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Code, RRT, or other Jefferson medical teams should not enter until cleared to do so by the officers. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**Lock Out**
A Lock Out situation allows no unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by Jefferson Security or Administrators. This procedure allows the occupants of a building to continue as normal, but curtails outside activity. This procedure is most commonly used when an incident is occurring outside a building.

**Jeff Alert**
The University can send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices, such as cellular phones, landline phones, fax machines and PDAs. TJU Campus Security, University Officials, and DHRL urge each resident to register (i.e. update cellular phone numbers, office numbers and landlines) so that Campus Security officials can effectively notify building residents during an emergency situations.

**Students:**
JeffALERT will use the information you provide in Banner Web for cellular phones and land lines. Information provided in Banner Web updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. You do not need to take any action for this.

**Faculty & Staff:**
JeffALERT will use information that faculty and staff provide in the PeopleSoft system. Residents are advised to keep all emergency contact information up to date. Information provided in PeopleSoft updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. Residents need not take additional action for this.

**Affiliates including Wills Eye:**
Rothman Institute and Will Eye Post-Doctoral fellows should contact their department supervisors to learn more about how to obtain JeffALERT messages.
Dining and Food

On-Campus Dining
There are a couple different options for dining on campus.

Hospital Atrium
The hospital atrium is located on the 2nd floor of the Gibbon building. Breakfast is served between 7:00am -10:00am, Lunch at 11:00am - 2:30pm, and Dinner between 4:30 pm-7:00 pm. There is a limited menu available between the hours of 2:30 pm-4:30 pm. Various discounts and events occur throughout the year. For more information about the automatic debit card system contact the Department of Nutrition and Dietetics at (215) 955-7140. You can also access the menu and more information on pulse under dining services.

Additional Food Courts
The Atrium operates several satellite food carts on the Jefferson Campus – at the Hospital of Neuroscience as well as Jefferson Alumni Hall. Breakfast hours are 7:00 a.m. (depending on location) until 10:45 am, Lunch 11-2:00 pm, Monday through Friday, excluding University holidays. Breakfast includes hot and cold cereals, yogurts, fresh fruit, muffins, bagels, donuts and breakfast pastries. Lunch includes a selection of sandwiches, salads and pretzels. Hot and cold canned and bottled beverages are available at both meals. A soup, hot entree and hot sandwich are featured daily.

Outside Food Deliveries
Outside Food may be delivered to the lobby of the building for residents to pick up. Food cannot be delivered to residential rooms.

Off-Campus Groceries
There are two main grocery stores and one large market located within walking distance to campus and the residence halls.

Super Fresh
Located on 10th and South Street, Super Fresh is just a couple blocks from the university. Super Fresh has a wide variety of food and other goods.

Whole Foods
Also located on 10th and South Street is Whole Foods. Whole Foods specializes in organic and all-natural foods.

Reading Terminal Market
Located on 12th and Arch Street, the Reading Terminal Market is a huge market specializing in several different types of foods and goods. The market offers locally grown and exotic produce, fresh meats and seafood, and a variety of baked goods. Besides market vendors there are also several restaurants located within the market.
Off-Campus Dining
There are a variety of restaurants surrounding the campus and residence halls which feature many different
ethnic and traditional styles of food. Many of the restaurants are within a short walking distance from the
residence halls. Some of the closest restaurants include:

- Wawa
- Sweet Greens
- Bella Rossa
- Dunkin Donuts
- Wendy’s
- Top Tomato
- Subway
- Moriarty’s
- Mumbai Bistro
- Jimmy John’s
- Hummus Grill

Jefferson Fast Pass
The Department of Nutrition and Dietetics offers the Jefferson FastPass program. This program is a
cashless system that allows you to purchase food and other services quickly and conveniently at specific
locations on the campus as well as participating merchants around campus by using your Jefferson ID
card. When making a purchase, you simply swipe your Jefferson ID at the cash register, and the system instantly
prints a receipt for you. If you are interested in signing up for the FastPass program, contact the Department of
Nutrition and Dietetics at (215) 955-7140.
Residence Life Policies and Procedures

These policies relate to contractual relationships and to fire, safety and maintenance standards. Residents and their guests must comply, at all times, with the terms and conditions of their Housing Agreement as well as the following policies. Failure to comply will result in disciplinary action via the Residential Intervention Process.

Alcohol
In accordance with Pennsylvania State Law, no individual under 21 years of age may possess or consume alcoholic beverages in or on University property. Residents 21 and over may possess and consume alcohol responsibly in residential rooms. Alcohol possession or consumption in any public or common area (hallways, lounges, outside lawns, patios and student apartments with the doors open) is prohibited. Non-residents are not permitted to bring alcohol into the building. Neither kegs nor “party-balls” are permitted in the residence halls.

- Individuals under 21 years of age who are found possessing or consuming alcohol in the building will be asked to dispose of the alcohol immediately and will be subject to disciplinary action.
- Approval for serving alcoholic beverages will be dependent on the nature of the scheduled event, expected attendance and adherence to DHRL procedures. There will be no alcohol approval for gatherings with over 25 persons (residents and non-residents) and 50 persons (if all are building residents.) The quantity of alcohol permitted will be reasonably limited based on the actual attendance at an event. The resident sponsor must adhere to the policies and procedures contained in the Student Alcohol Policy (117.03). No alcohol is permitted in the Martin Solarium. To receive approval to serve alcohol at an event in the residence halls, simply make an appointment with the Assistant Director of Residence Life at (215) 955-1755.
- The University or the Department of Housing and Residence Life staff reserve the right to disband any approved event if problems arise during the activity that indicate it would be in the participants' or University's best interest. Any unapproved group gatherings in the lounge where alcohol is present will be immediately disbanded and residents will be subject to disciplinary action.

Attire
Residents should wear proper attire when in public areas to avoid any indecent exposure situations, etc.

Bulletin Boards
All on campus bulletin boards are for residential information notices. Signs or flyers must be approved and stamped by the Office of Residence Life. Approval for student organized petitions may be authorized on a case-by-case basis. Unauthorized postings will be removed and discarded. Do not post items in the elevators, on glass or on painted wall areas. All postings must uphold university policy no 102.3, Posting Policy. Postings are prohibited in elevators which are exclusively reserved for Residence Life/DHRL/PMC postings.

Housing Management reserves the right to deny the posting of material, which is deemed offensive or inappropriate. Housing Management also reserves the right to remove items deemed offensive or inappropriate from residents' doors, windows, or other communal areas.
Drugs
In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, Jefferson maintains a drug-free campus and prohibits the unlawful manufacture, distribution, dispensing, use or possession of illicit drugs or alcohol on its campuses or as part of any university activity.

A prohibited drug is any drug made illegal as a matter of federal, state, or local law, which is not legally obtainable as a matter of federal, state, or local law; or one which is legally obtainable but has not been legally obtained. The term includes prescription drugs not legally obtained, prescription drugs that were prescribed for someone else, and other drugs that have been knowingly misused.

- Any employee reporting to work or student attending class or a clinical assignment under the influence of prohibited drugs or who has a positive drug screen will be subject to disciplinary action, up to and including dismissal.
- Any employee or student, who uses, possesses, manufactures, sells, or distributes prohibited drugs while on Jefferson property or at an off campus clinical site will be subject to disciplinary action, up to and including dismissal.
- Any employee or student, who diverts medication for personal or other use, will be subject to dismissal or disciplinary action, up to and including dismissal.
- In appropriate cases, the employee or student may be referred to law enforcement authorities for prosecution.
- Marijuana is a prohibited drug under this policy, regardless of how it is obtained.

Guests
All efforts to register guests are done for the general safety and protection of residents. They are not meant to infringe upon privacy. For students who have a roommate, guests should be discussed with the roommate prior to the arrival of guest(s), especially if the guest is staying overnight or staying more than a day. This communication will help to make sure that everyone living in the room is comfortable with guests being in the room.

Guests Entering the Building
- Residents must sign-in their guests, and each guest must leave a valid photo ID at the Front Desk before the guest can enter the building.
- Guests must be escorted by their host at all times while in the building. Guest privileges are limited due to space constraints and visitation may be denied if resident usage is impaired.
- Residents should not abuse their overnight guest privileges (whether in a private or shared room). Overnight guests strain the capacity of the floor's communal areas. Contracts clearly indicate the number of occupants in each room and the extended stay of a visitor violates this contract. Children are not allowed to stay overnight in the Martin Building.
- Guests entering the building to deliver food must remain in the lobby of the building for residents to pick up. Food cannot be delivered directly to your room door.

Host Responsibility
Residents are responsible for the conduct of their guests. Each resident will be held accountable, financially and judicially, for the actions of his/her guests. Residents must accompany guests at all times.
Guest Eviction
Housing Management or its designee reserves the right to deny admittance to or evict any guest who is judged
to be disruptive, potentially dangerous or violating campus policies.

Jefferson Photo ID (See also University Photo ID Badge Policy 200.30)
In accordance with University Policy, all residents must carry a TJU/TJUH Photo Identification Badge to access
on-campus buildings including the residence halls. Residence Hall clearances are managed by The Department of
Housing and Residence Life. Requests to update, remove or change existing residence hall clearances can be
made in the Housing Office.

To protect your photo ID, do not place it on your key chain, your back pant pocket or anywhere where pressure
will be placed on your card. Jefferson photo IDs should not be stored or placed next to credit cards. If a card
malfunctions and does not release the door, please let the Front Desk Staff know. Front desk staff can assist in
verifying your identity and helping a resident gain access to the building.

New Students
Students will receive a photo identification badge on the first day of class. Resident students who move into the
Residence Halls prior to the first day of class will need to obtain a photo identification badge in advance. In order
to receive an ID card prior to the first day of class, please follow the items below:

- Stop by the DHRL Office to obtain a form verifying a student’s on-campus housing assignment.
- Upon receiving the verification form, bring the form to the Photo ID Center in the Bookstore to receive
  an ID card.

Resident ID Policy
Passing an ID to a friend or family member is a violation of the Jefferson Photo ID Policy. If a non-resident is
found with a resident’s ID, the ID will be confiscated until the resident can retrieve and sign for the Photo ID
with a representative of the Department of Housing and Residence Life (usually front desk staff.) Each resident is
responsible for maintaining a secure environment in the residences.

Non-Affiliate ID Cards
Spouses, Wills Eye Post-Doctoral Fellows and other eligible nonaffiliated persons who live on campus must
obtain a non-affiliate photo identification badge. These individuals are required to visit the Housing Office upon
arrival and retrieve a signed non-affiliate endorsement form. This signed document can be presented to a
representative of the TJU Photo ID Center. Non-affiliate photo identification badges will expire at the end of
the lease agreement and are not renewable. The Photo Identification Center, under whose authority
identification badges are prepared and issued, manages all Photo ID printing and pricing.

Photo ID Center Jefferson Medical & Health Science Bookstore
1009 Chestnut Street
Philadelphia, PA 19107
(215) 955-7942
(215) 923.1844 (F)
Monday through Friday: 7:00 a.m. to 5:30 p.m.
Saturday: By Appointment Only
No Temporary ID Badges will be issued on Saturday.
Lounges

Reservations
Resident students can reserve these lounges, free of charge. To reserve one of these areas, click on the “Lounge Reservations” link and fill out the online form on the DHRL BlackBoard Community page. Once a reservation has been made, the resident host will be contacted regarding the status of their request. Reservations will be granted in order of inquiry via the completed reservation form. Reservation requests must be submitted five business days prior to the date of the intended event. The resident host will receive an email regarding the confirmed reservation. The reservation form contains an alcohol permit section. Alcohol may be served at events when written approval and an alcohol permit have been received from Department of Housing and Residence Life.

Alcohol
The resident sponsor of an event occurring in one of the residence halls must adhere to the policies and procedures contained in the Student Alcohol Policy, 117.03. No alcohol is permitted in the Martin Solarium. To receive an alcohol permit, simply make an appointment with the Assistant Director of Residence Life by calling (215) 955-1755 or stopping in to the DHRL office during business hours.

24-Hour Open Lounge Policy
The lounges are open for general resident use, 24 hours per day. Should a reservation time conflict with general resident occupancy of either lounge, the person with the reservation obtains priority use of the lounge. A schedule of lounge reservations is available online at each building’s Front Desk computer.

Regulations
Residents are expected to clean up after the event. Residents are to conduct themselves responsibly while using the lounges and terminate events by 11:00 p.m. With the written permission of the Assistant Director of Residence Life, exceptions can be made to the 11:00 p.m. time. Residents using the Barringer lounge for general purposes must register with the Front Desk. Abuse of the lounge may result in termination of reservation privileges and/or other disciplinary action.

Martin Pool Table Use
The Martin Basement Lounge contains a pool table for resident enjoyment. Martin, Barringer, and Orlowitz residents may use the pool table on a sign-in, first come, first served basis.

- Use of the pool table is for Martin, Barringer, and Orlowitz residents. This includes long-term residents and short-term residents. Guests of residents must be accompanied by the resident at all times. In Martin, Barringer and Orlowitz residents are not permitted beyond the basement and 1st floor lobby area unless escorted by a Martin resident and officially registered in the “Guest” Log.
- The use of the pool table is granted on a first come, first served basis. The lounges are open for general resident use, 24 hours/day. The pool tables can be used whenever there is not a reserved function in the lounge. Reserved functions have priority use of the lounge.
- Individuals may be asked to discontinue playing if a complaint is received from other lounge users.
- The resident must leave a Jefferson Photo ID or room key with the front desk clerk in exchange for the pool table equipment. The ID/room key will be returned to the resident when the equipment has been returned to the front desk.
- Individuals using the basement lounges must comply with all lounge policies and procedures established by the Department of Housing and Residence Life. The Department of Housing and Residence Life Staff reserve the right to disband any activity if problems arise during the activity that indicate it would be in
the individuals’ or the University’s best interest to do so.

- Abuse of the pool table, equipment or lounge may result in termination of playing privileges and/or other action under the Residential Intervention Process.
- Barringer and Orlowitz residents may accompany a maximum of 3 non-resident guests to the Martin Basement Lounge.

Individuals using the lounges must comply with all building and lounge policies and procedures established by the Department of Housing and Residence Life.

**Missing Person**
In Compliance with FERPA, residents of Jefferson’s on-campus housing may elect to identify a specific person to be contacted by the institution within 24 hours of being reported missing. If a person is not specifically elected for this purpose, employees of the Department of Housing and Residence Life or other University officials will contact the general “emergency contact” person designated by the resident on their DHRL emergency contact card and/or in Banner.

- If the resident is determined to be under 18 years of age, the student’s parent or legal guardian will be contacted within 24 hours if the student is determined to be missing.
- Please be advised that the emergency contact person (or person the resident has elected to be notified) may be contacted by University officials to help determine a student’s whereabouts in cases where that student has been reported missing. In addition, appropriate law enforcement officials will be contacted after 24 hours if a student is determined to be missing.

**Noise**
The Department of Housing and Residence Life insists that all students exercise responsibility, thoughtfulness and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical. Courtesy hours are in effect 24 hours a day in ALL residence halls. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also means showing courtesy for fellow residents by acknowledging requests made for sleep or study. Residents are encouraged to speak with their neighbors or people on their floor first before calling for the Resident Assistant On-Duty or the DHRL Office. Residents must comply with any request for reducing noise and volume. Noise must be limited to the confines of each apartment.

**Piano Use**
There are two pianos for resident students to use in the residence halls. One piano is located in the Barringer Lounge and another is in the Martin Basement Lounge.

- The use of the piano, in either space, is on a first come, first serve basis. All students will need to sign in at the front desk of Martin or Barringer before using the respective piano. Individuals are held responsible for any damage that may occur to the piano during the time they are using the piano.
- Each of the pianos are available to be played are 9:00 a.m. - 10:00 p.m., 7 days/week, as long as the lounge is not reserved or being used for another event. There is a one (1) hour limit.
- Individuals or groups who have the lounge reserved for a meeting or event can utilize the piano throughout the duration of their reservation, beyond the normal one (1) hour limit.
- Individuals may be asked to discontinue playing if a noise complaint is received.
- Piano is owned and maintained by DHRL. DHRL Management may revoke playing privileges at any time.
- Report any issues with the piano to the Front Desk staff immediately.
Right of Entry
Thomas Jefferson University and Philadelphia Management Company retain the right of entry into individual apartments, with as much advance notice as possible, to maintain order as outlined in the Jefferson Student Handbook. The Department of Housing and Residence Life Staff also reserve the right to enter into any individual room in case of emergency or regarding a resident student’s well-being.

Rooftop Deck
Barringer Residence Hall has a rooftop deck available for all residents to use. If you are not a Barringer resident, you must either be escorted by a Barringer resident or sign in at the front desk to use the deck. The rooftop deck is located just off the south hallway of the fifth floor. The rooftop deck is available for students to use during the following days and times:

- Sunday – Thursday, 6:00am – 9:00pm
- Friday – Saturday, 6:00am – 10:00pm

Reservations
Resident students can reserve the Barringer Rooftop Deck, free of charge. To reserve the deck, click on the “Lounge Reservations” link and fill out the online form on the DHRL BlackBoard Community page. Once a reservation has been made, the resident host will be contacted regarding the status of their request. Reservations will be granted in order of inquiry via the completed reservation form. Reservation requests must be submitted five business days prior to the date of the intended event. The resident host will receive an email regarding the confirmed reservation. The reservation form contains an alcohol permit section. Alcohol may be served at events when written approval and an alcohol permit have been received from Department of Housing and Residence Life.

Alcohol
The resident sponsor of an event occurring on the Barringer Rooftop Deck must adhere to the policies and procedures contained in the Student Alcohol Policy, 117.03. To receive an alcohol permit, simply make an appointment with the Assistant Director of Residence Life by calling (215) 955-1755 or stopping in to the DHRL office during business hours.

Solicitation
Solicitation is forbidden in University residences. Students should report solicitors to the Front Desk immediately. This is to maintain privacy, safety, and an environment conducive to academic achievement.

Unauthorized Areas
Residents may not enter unauthorized areas of the building; this includes, but is not limited to:

- Mechanical rooms (basement, hallways)
- Roof tops
University Policies

All students living on campus are subject to all University policies. Below are a few major policies to be aware of while living on campus.

**Campus Violence Policy (Policy 200.86)**

**Sexual Misconduct Policy**

**Student Alcohol Policy (Policy 117.03)**

**Tobacco-Free Environment (Policy 200.88)**
The Residential Intervention Process

The Residential Intervention Process is designed to respond to resident needs; violations of university, departmental or building proprietary policies, and, behaviors that compromise the wellbeing of the resident and/or the residential community. Interactions that occur throughout the process will not be made available as public record.

The Residential Intervention Process consists of four successive tiers: 1) Resident Assistants, 2) Assistant Director of Residence Life, 3) Director of Housing and Residence Life, 4) Senior Vice President of Facilities and Campus Planning.

Tier One: Resident Assistants

The primary intervention is the initial action or response taken by the Department of Housing and Residence Life in responding to infractions and inappropriate behaviors.

- Primarily, Resident Assistants conduct the interventions. The Assistant Director of Residence Life, the Director of Housing and Residence Life, or other authorized departmental personnel may also conduct interventions.
- For minor infractions (i.e. initial noise complaints or smoking in common areas,) the intervention process may not go beyond the first tier. Instead, the incident will be responded to with limit setting, a verbal warning or (in the case of multiple party disputes) mediation.
- For all offenses and potentially serious misconduct (or behavior that compromises the well-being of the resident or the community,) the Resident Assistant is required to notify the Assistant Director of Residence Life to coordinate an appropriate primary intervention or refer the incident to the second tier. Regardless of the nature of the incident, or if the incident is resolved in the first tier, the Resident Assistant is required to complete an incident report. This will enable the Assistant Director of Residence Life to track repeated offenses and respond accordingly.

Tier Two: Assistant Director of Residence Life

The second tier of the Residential Intervention Process rests in the position of the Assistant Director of Residence Life. The Assistant Director of Residence Life or designee may adjudicate or intervene with cases at the primary response level (i.e. direct intervention or immediate referral from Tiers I or III or secondary response level (i.e. repeated infractions.) A student who is dissatisfied with the response given by Tier I may also petition to the Assistant Director of Residence Life or designee.

- The Assistant Director of Residence Life or designee may use the following interventions: advising/limit setting, mediation, verbal warning, counseling or counseling referral, written reprimand, restriction of privilege, educational referral, monetary restitution, residential community service, residential probation and college/department head referral. If the violation warrants action on a more severe level, the Assistant Director of Residence Life will refer the case to Tier III, the Director of Housing and Residence Life. If appropriate (i.e. roommate conflicts, etc.) the case may be handled by mediation conducted by Residence Life staff and coordinated by the Assistant Director of Residence Life.
- The Assistant Director of Residence Life will maintain all intervention documentation. Information may be shared with college deans and/or department chairs when deemed appropriate by the Assistant Director of Residence Life. Residents’ behavior in the residence halls must comply with University, Departmental building policies and regulations as stated in the Housing Agreement, the residential
building Handbook and the University Code of Conduct as the residence halls are deemed part of the University community.

**Tier Three: Director of Housing and Residence Life**
The third tier rests in the position of the Director of Housing and Residence Life. The Director of Housing and Residence Life is authorized to either adjudicate or intervene with cases as the primary response (i.e. direct intervention or immediate referral from Tier II) the secondary response (i.e. repeated infractions that have been previously adjudicated at Tier II) or through the process of Tier II appeal.

- The Director of Housing and Residence Life reserves the right to intervene at resident’s respective department does not preclude departmental interventions and actions.
- The Director of his or her discretion may use any of the interventions available to the Assistant Director of Residence Life plus the following: relocation, refusal to permit renewal of Housing Agreement and termination of university housing. The Director of Housing and Residence Life may refer cases for counseling to the Assistant Director of Residence Life if he or she deems it appropriate.
- If an individual disagrees with the decision of the Director of Housing and Residence Life, he or she has the right to petition for an appeal with the Senior Vice President of Facilities and Campus Planning.

**Tier Four: Senior Vice President for Facilities and Campus Planning**
The fourth tier of the Residential Intervention Process is used when a petitioner appeals the decision of the Director of Housing and Residence Life. A written petition must be submitted to the Senior Vice President of Facilities and Campus Planning within 10 business days of the decision of the Director of Housing and Residence Life. Upon such review, the Senior Vice President of Facilities and Campus Planning may:

- Affirm the decision of the Director of Housing and Residence Life
- Require the Director of Housing and Residence Life to reconsider the decision
- Reduce the severity of penalty imposed by the Director of Housing and Residence Life.

In reaching a decision, the Senior Vice President of Facilities and Campus Planning may discuss the case with any statement-providing witness, the petitioner and/or any member of the Department of Housing and Residence Life.

If the Senior Vice President of Facilities and Campus Planning affirms or reduces the penalty given by the Director of Housing and Residence Life, the student will be notified in writing of this decision.

If the Senior Vice President of Facilities and Campus Planning requires the Director of Housing and Residence Life to reconsider he or she may address the Director of Housing and Residence Life directly or in writing to present his or her concerns. The Director of Housing and Residence Life may reconsider and modify his or her decision or remain resolute. The resulting decision is then reported to the Senior Vice President of Facilities and Campus Planning for final review.

The review by the Senior Vice President of Facilities and Campus Planning must be completed within 10 business days from the date the Director of Housing and Residence Life resubmits his or her decision.

Procedure for Effecting the Decision: The Tier IV decision shall be communicated to the resident by the Senior Vice President of Facilities and Campus Planning. The Director of Housing and Residence Life will receive a copy of the decision.
The Four Tiers of the Residential Intervention Process Overview

Tier I: Resident Assistants

- Primary Response
- Interventions and Sanctions:
  -- Advising/Limit Setting
  -- Mediation
  -- Verbal Warning
  -- Referral to Tier II

Tier II: The Assistant Director of Residence Life

- Primary or Secondary Response
- Interventions and Sanctions:
  -- All Tier I Sanctions
  -- Counseling or Counseling Referral
  -- Written Reprimand
  -- Restriction of Privileges
  -- Educational Referral
  -- Monetary Restitution
  -- Residential Community Service
  -- Residential Probation
  -- College/Department Head Referral
  -- Referral to Tier III

Tier III: The Director of Housing and Residence Life

- Primary, Secondary, or Tertiary Response
- Interventions and Sanctions
  -- All of Tier II Sanctions
  -- Relocation
  -- Termination of University Housing
  -- Refusal to permit Housing Agreement renewal
  -- Referral to Tier IV

Tier IV: Senior Vice President of Facilities and Campus Planning

- Appeal of Tier III Decisions
- Interventions and Sanctions
  -- Affirmation of all or part of Tier III decisions
  -- Dismissal of all or part of Tier III decisions
  -- Reduction of all or part of Tier III decisions
Interventions / Sanctions
The following interventions and/or sanctions may be applied (any level intervention/sanction may be applied at any time; they do not have to be applied in a sequential order)

Advising/Limit Setting:
Advising/Limit setting is reminding a resident of the policy violated and of the University’s expectations for policy adherence. Advising when community standards are compromised. Advising/Limit setting is applicable to minor infractions and inappropriate behaviors that do not compromise the direct wellbeing of the individual, the community or University property.

Mediation:
Mediation is cooperative problem solving with the assistance of a neutral third party. The neutral third party acts as a facilitator to help disputants reach their own agreement about the issues without forcing solutions. The mediator provides a forum within which disputants can construct their own mutual agreement. Mediation can be used successfully as an alternative to other interventions for cases that involve relationship conflicts, roommate disputes, neighbor issues (e.g., chronic noise complaints, etc.), interpersonal conflicts and any other situation that involves two or more parties that cannot agree. Mediation must be a voluntary process (for all parties involved) to be effective. Mediation may be administered by Tiers I, II, III, IV.

Verbal Warning:
A verbal warning may be used for first-time infractions that do not compromise the direct wellbeing of the individual, the community or University property. Staff members are required to document verbal warning with the Assistant Director of Residence Life (e.g. incident report or direct report). A verbal warning may be administered by Tiers I, II, III, or IV.

Counseling and Counseling Referral:
Counseling is an intervention that addresses the personal, emotional or social needs of a person. Counseling may be an alternative to, or used in conjunction with, other interventions. It is recommended for community standard violations.

A counseling referral is a recommendation for counseling to be conducted by a therapist or counselor outside of the Department of Housing and Residence Life. A referral may be to a resource inside or outside of the University, and may be used in conjunction with other interventions.

Counseling may be administered by Tier II with referral from Tiers I, II, or IV. A Counseling referral may be administered by Tiers II, II, or IV.

Written Reprimand:
A written reprimand is a written warning. The written reprimand is kept on file by the Department of Housing and Residence Life. Successive violations may result in residential probation or more severe sanctions. A written reprimand should clearly state the potential result of future violations (of similar or dissimilar nature). A written reprimand may be administered by Tiers II, III, or IV.
Restriction of Privileges:
A Restriction of Privilege is the denial of access to a specific community privilege. Examples of privileges that might be restricted include (but are not limited to) reservation of building lounges for parties and usage of communal appliances. A Restriction of Privilege may be administered by Tiers II, III, or IV.

Educational Referral:
An educational referral is the utilization of internal or external educational resources designed to increase an individual’s awareness and understanding of an issue. Examples of resources include (but are not limited to) alcohol awareness programs, stress management programs, safety and Campus Security seminar, etc. Educational referrals may be combined with a written reprimand or residential probation. An educational referral may be administered by Tiers II, III, or IV.

Monetary Restitution:
Monetary restitution is used in incidents involving damages to University property. Monetary restitution may be used in conjunction with other interventions. Monetary restitution should cover the cost of replacement, repair, and/or cleaning under University guidelines. It does not include fines or punitive charges. Monetary restitution may be administered by Tiers II, III, or IV.

Residential Community Service:
Residential Community Service is the utilization of internal or external vocational resources designated to increase an individual’s awareness and understanding of an issue. Examples of resources and appropriate services include (but are not limited to) checking fire equipment under the direction of the Fire Marshall, and coordinating a safety and Campus Security seminar. Residential Community service may be used with residential probation, relocation, or college referral. Residential Community service may be administered by Tiers II, III, or IV.

Residential Probation:
A resident may be placed on Residential Probation for a specified period of time (including the duration of university housing affiliation) during which any further violations may result in removal from university housing. Residential Probation may be administered by Tiers II, III, or IV.

College/Department Head Referral:
A college/department head referral is the process of notifying the appropriate student affairs officer of the individual’s respective college/school or supervisor within the department of employment of the violation(s) and the actions taken to date. Violations will be communicated to these noted representatives on a regular basis. College referral may be administered by Tiers II, III, or IV.

Relocation:
Relocation is the process of transferring a resident from one room or apartment to alternate on-campus accommodations. Relocation may serve as a permanent resolution to a violation or as a temporary measure to alleviate tensions. Relocation may be administered by Tiers III or IV.

Termination of University Housing:
Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community or University property; violations of federal, state or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.
Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Senior Vice President of Facilities and Campus Planning (Tier IV).

**Refusal to Permit Housing Agreement Renewal:**
Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community, or University property; violations of federal, state, or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.

Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Senior Vice President of Facilities and Campus Planning (Tier IV).
Important Contact Information

Listed below are some phone numbers for important office and services at both the university and hospital.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barringer Front Desk</td>
<td>955-8967</td>
</tr>
<tr>
<td>Orlowitz Front Desk</td>
<td>955-6726</td>
</tr>
<tr>
<td>Martin Front Desk</td>
<td>503-8511</td>
</tr>
<tr>
<td>Housing Assignments and Billing</td>
<td>955-8913</td>
</tr>
<tr>
<td>Short-Term Housing</td>
<td>955-6479</td>
</tr>
<tr>
<td>Property Management</td>
<td>955-2890</td>
</tr>
<tr>
<td>Residence Life</td>
<td>955-1755</td>
</tr>
<tr>
<td>Campus Security Department (from a campus phone)</td>
<td>955-8888</td>
</tr>
<tr>
<td>Activities Office/Wellness Center</td>
<td>503-7743</td>
</tr>
<tr>
<td>Bookstore (TJU)</td>
<td>955-7922</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>955-2867</td>
</tr>
<tr>
<td>Jeff IT</td>
<td>503-7600</td>
</tr>
<tr>
<td>Photo Identification Center</td>
<td>955-7942</td>
</tr>
<tr>
<td>Scott Library</td>
<td>503-6384</td>
</tr>
<tr>
<td>Student Personal Counseling Center</td>
<td>503-2817</td>
</tr>
<tr>
<td>Student Personal Counseling Center</td>
<td>955-HELP; 955-4357</td>
</tr>
<tr>
<td>University Health Services</td>
<td>955-6835</td>
</tr>
<tr>
<td>Emergency and Trauma Center</td>
<td>955-6840</td>
</tr>
<tr>
<td>University/Hospital Phone Directory Info</td>
<td>955-6000</td>
</tr>
<tr>
<td>University/Hospital Page Operator</td>
<td>955-6060</td>
</tr>
</tbody>
</table>