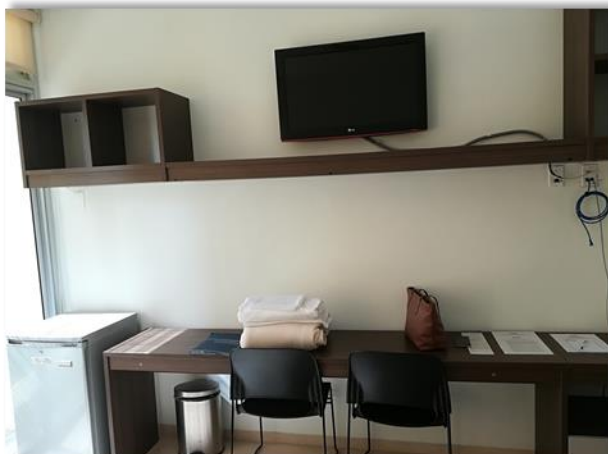


FSU PANAMA HOUSING

# Guide to Residence Living 2019-2020



## FSU PANAMA HOUSING UNITS



## Welcome to University Housing at Florida State University Panama

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*Dear Resident Student:*

FSU Panama housing is intended to provide a comfortable environment that supports the educational mission of the University. Our dorms are located the City of Knowledge where our campus is located, and are part of CoK's dorm complex. They are located within a short distance requiring on the average a fifteen-minute walk to classes. Every attempt is made to assist with transportation during inclement weather. The quiet residential neighborhood provides a haven for studying. Using the new public bus system one is about 15-20 minutes away from the many urban activities and commercial centers of Panama City.

The dorms are equipped to meet your basic living needs. We offer shared bedrooms (doubles) which include private bathroom, safes, TV, cable, Wi-Fi, a/c and hot water. Additionally, students have exclusive access to a lounge area with a full-equipped kitchen, which has the basic appliances and utensils necessary for preparing meals. FSU dorms are located on the perimeter of green areas from which you can enjoy a peaceful, natural environment from the backyards and patios.

University housing provides an exciting and maturing experience for you. You will have the opportunity to share your life with new people, get to know them, and, in many cases, make lifetime friendships. You may need to learn new skills to make decisions on your own, while being considerate to the other persons with whom you are sharing the dorms. This may require your improving your communication skills and patience. All of these new skills will complement your college experience and help you become a more complete individual.

**Maria Elena Puerta**  
**IP/Housing Coordinator**

**FSU Panama Housing strives to provide a quality residential experience for students, which supports their academic goals and personal development.**



# Residence Life

University Housing is not just a place to live. It is an educational environment, where we are dedicated to helping you learn outside of the classroom and preparing you for life beyond college. To this end, we do not see the buildings as a “dorm”, which conjures up unsightly images. We refer to it as a “residence”, which is designed to facilitate the development of the individual and community throughout one’s residential experience.

Our mission includes five major areas we want all residents in University Housing to be exposed to during their tenure with us. Following is a more in-depth description of each of these “tenets”:

## **Responsible Citizenship**

Students living in the residence are conscious of how their actions and choices may affect the environment of others around them and will think critically before making choices that may adversely impact the lives of others around them. Residents will be intentional about living in a manner that enhances the fabric of the residence and will encourage others to do the same. Resident students are expected to act in accordance with the policies and guidelines set forward in *The Guide to Residence Living* and the Student Code of Conduct and the Seminole Creed.



## **Scholarship**

Resident students are afforded opportunities for growth and development in lessons learned in the living laboratory that is the residence hall environment. Residents will have the opportunity to participate in educationally focused programs based on the students’ collective interests that will define their academic and/or career goals. As such, residents will create and implement tools and techniques that foster their academic success.

## **Appreciation of Difference**

The residence at FSU Panama is an inclusive community comprised of students from myriad backgrounds, traditions, experiences, and perspectives. All belief systems, experiences, traditions and perspectives are welcomed, fostered, and invited to be shared. Resident students are encouraged to find similarities between each other and to

celebrate the things that also set them uniquely apart from one another in a mutually supportive environment of personal exploration, growth and development.

## **Personal Wellness**

Resident students live in an environment in which each individual takes responsibility for his/her own well-being and where there is also a spirit of collective and shared relationship between residents. Residents are expected to make choices that are healthy, preserve personal safety, and demonstrate careful thought in their execution. Residents are encouraged to engage in exploration that does not place their personal, physical, psychological or spiritual selves in undue jeopardy. The residence provides a framework for students to learn about healthy lifestyles and choices and an environment in which to try out new ways to meet healthy and desired outcomes.

## **Involvement**

Resident students are encouraged to become connected with the community and FSU Panama at large by becoming active and committed participants within the residential area around the FSU Panama dorm. Students, who connect with others through organizations, coursework, common interests, and shared experiences, demonstrate an increased persistence toward graduation.

## **Residence Life Mission Statement**

Residence life fosters the lifelong learning of every resident through the promotion of responsible citizenship, scholarship, appreciation of differences, personal wellness, and involvement.

# FSU Panama Housing Staff

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**FSU Panama Housing Staff members strive to maintain a comfortable and educational environment for all FSU Panama residents. They train and work together throughout the year to make your living experience the best ever!**

The FSU Panama Housing Staff are available 24 hours a day and prepared to deal with situations ranging from the simplest question to crisis and emergencies. The following are descriptions of the various staff members you may meet throughout your stay at FSU Panama:

***Program Assistant:*** When you move in, look for your Program Assistant (PA). PAs, live in the residences, assist with individual and group concerns, plan programs, enforce housing policies, and are on-call during evening and weekend hours. Our full-time Program Assistants have the responsibility of supervising (overseeing) the dorm.

***Cleaning and Maintenance Staff:*** Our dorm have two cleaning staff in charge of our flat. City of Knowledge provides all required maintenance. Although the University provides cleaning services, **residents are expected to maintain an adequate level of cleanliness in their rooms and common areas through a cooperative effort in which household chores (i.e. kitchen and common areas) are shared.**

***IP/Housing Coordinator:*** The University Housing Coordinator has the responsibility for the administration and management of the personnel for a residential area accommodating 20-30 undergraduate students. In addition, the Coordinator approves University Housing with the coordination of various departmental functions related to the overall operation of the housing program. The efforts of the Coordinator are directed toward creating and maintaining settings for individual group development corresponding to the overall goal of the academic community and provide a well-managed, comfortable environment in which the students can live. Specific areas of responsibility include administration, counseling, program development and staff training, selection, supervision and evaluation.

# FSU Panama Housing Services

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This list highlights some of the most frequently accessed services in the residence. If you need further information or want to ask about other services available, please see the Program Assistant on duty. Your Program Assistants have the experience to assist you and if not are in a position to contact another FSU official who can resolve the problem. They are available twenty-four hours a day.

## Key cards

If you lose your key card, please report such to your Program Assistant immediately. Unaccountable key cards become a security concern that can affect the safety and welfare of all residents. The program assistant will arrange for a new key card. Receiving a replacement key card will involve a cost that could vary.

## Maintenance and Repairs

To have repairs done in student rooms or common areas, report them to the Program Assistant who will forward it to the City of Knowledge front desk for action. Request for Information Technology services or Pest Control needs (i.e. fumigation) are handled similarly through the Program Assistants assigned to the dorm. Program Assistants in conjunction with the City of Knowledge arrange for scheduled maintenance (i.e. safety and health inspections, air conditioner maintenance, and other special cleaning and repairs. Students are notified at least 24 hours before. Every semester, students are provided prior with the schedule for the weekly cleaning i.e. day and time).



## Housing Appliances and Electronic Devices

All housing units are equipped with the necessary appliances to include internet (Wi-Fi), TV, cable, refrigerators, stoves, microwaves, blenders, toasters, rice cookers, coffee makers, etc.

## Laundry Facilities

On the ground floor, you will find a laundry room with coined-operated washing and drying machines.

### Mail Service & Deliveries

FSU students receive mail deliveries through the university services to include USPS, FedEx, UPS, DHL. These correspondence or packages are addressed to FSU-Panama's physical address:

Student's name  
Jacinto Palacios Cobos St.  
City of Knowledge , Techno-Park,  
Building 227, Clayton, Panama

The correspondence is delivered to the Student Affairs/Admissions Office. Student is then notified.

### Sustainability and Recycling

As a member of the City of Knowledge, FSU Panama promotes the basic philosophy and policies behind the concepts of Sustainability and Recycling. All aspects of the City of Knowledge are reflective of the "Green Philosophy."

Being sustainable means living in such a way that you could sustain your lifestyle indefinitely without running out of the resources being used to do so. It is critical that we all do our part to live more sustainably, and we would like to encourage you to be sustainable while you are living in the dorm.

For information about sustainability and recycling areas in the City of Knowledge, please visit <http://ciudadelsaber.org/en/foundation/sustainable-city>.



# Moving In

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## ***Housing Administration Procedures***

### **Application and Room assignments**

Rooms are assigned on a semester basis. Before the end of each semester, you must inform the IP/Housing Coordinator in writing about your intention to remain in university housing. The deadline for doing so will normally be two weeks before the end of the semester you are currently living in housing. The housing contracts will also be issued on a semester basis and will be renewed every new semester. Failure to advise University housing officials as required of your intention to remain in FSU housing could result in your room being assigned to another student.

Students interested in housing accommodations must fill out a housing application form and submit it to the IP/Housing Coordinator at least a month before the beginning of the semester (two weeks prior to the end of the semester if you are already a resident). We honor housing preferences based on space availability. Please know that we cannot guarantee housing to students. Priority is established strictly by the date the application is received and is not based on race, creed or national origin. It may also depend on the available space. The University does not own any dorms, but rather rents rooms from the City of Knowledge. The Clayton Community is a middle class community and one considered relatively safe. An attempt will always be made to secure a dorm that is secure, safe, and closest to our campus.

Housing may be denied if the applicant is suspended or dismissed or if he/she has outstanding debts with the university. The university also reserves the right to deny housing accommodations to any student in the interest of health, safety, security or discipline.

### **Sign-in and Sign-out Procedures/ Housing Condition**

Administrative personnel, either Program Assistants or the Housing Coordinator, will accompany new housing students to their rooms. Students will be asked to review the condition of the common areas and their assigned rooms, as well as the items that are included in those areas, and sign a sign-in form. Students may add comments or requests. The common areas and rooms must be returned in the same condition as received. A similar procedure will take place at the closing of university housing every end of the semester. An administrative staff member (i.e. Program Assistant) will review the condition of the common areas and rooms and fill out a sign-out form, which will then be signed by the students. Please carefully check the condition of your room against this form and make any necessary additions or corrections. This form is to be used to determine any damages to your room during your stay in FSU–Panama. It is important to be accurate to ensure that you are not billed for damages you did not cause. If any item is missing or damaged beyond repair students will be billed for the replacement item at current cost. If a staff member is unable to determine which student is responsible for the damages, the cost will be divided equally among the residents sharing the room/common area.



### Dates for Opening and Closing of Residences

Opening and closing dates are announced on the FSU-Panama website and the FSU Panama Academic Calendar, and is repeated at the first housing orientation meeting. Usually housing opens the Wednesday of the week before the beginning of classes and close the day after the last day of final exams. Students may not move into their rooms prior to the official opening day.



Breaks between semesters are the best time for our maintenance crew to perform repairs or offer periodic maintenance to the rooms. **Please vacate your rooms on the date and time specified.** The only time students may be allowed to stay in the rooms is during the break between Spring and Summer. Special requests for remaining in the dorm during that break must be filed in writing at least **2 weeks** before the closing date of the Spring semester. No requests will be processed after that time. In that special case, students will be assessed a daily fee. Even if students are allowed to stay in housing for the break, we cannot guarantee they will be placed in the same room. A different room may be assigned if their room has not received any maintenance work for a considerable time, or if the rooms and facilities are scheduled to undergo thorough renovation. We assume no responsibility for items left in the common areas after the move out date, or if students have not filed a request to remain in their rooms. Upon the closing of the dorm and unless a special request has been filed to remain in housing during the break between Spring and Summer, the maintenance personnel are authorized to enter the rooms for cleaning or maintenance tasks.

### Room changes

Room change requests for the next semester must be submitted to the IP/Housing Coordinator at least 3 weeks before the end of the current semester and they are subject to approval and space availability. Room changes after the semester has started can only be performed on a space-available basis and upon a valid reason.

Students who make unauthorized room changes will be asked to return to their originally-assigned rooms. Failure to do so may result in termination of the housing agreement.

### Storing of property

The university as a policy does not store items during the breaks. Students assigned to a room may leave their belongings in their rooms. During longer breaks (i.e. Summer to Fall) students are required to properly box their belongings to permit cleaning and maintenance to take place during their absence.

**Key Distribution**

Key cards are issued for room access and fingerprint biometric system to enter the lounge area. There is no charge for key cards at check-in, but keys must be returned when you change rooms or vacate the house. Please return keys to the IP/Housing Coordinator or designee. If you lose or fail to return key card you will be charged \$20.00.

**Abandoned Property**

Items left in dorm after move out will be considered abandoned property and will be disposed of by the cleaning staff. The University does not have facilities for storing items for any period of time regardless of value.

# Personalize Your Room

We definitely encourage residents to be creative and personalize your space; it is your home away from home! However, there are some guidelines to consider before proceeding with your decorating plans. If you ever have questions, please ask your Program Assistant, otherwise you may incur charges for damages when you move out.



## Room Painting Policy

Painting of walls, doors, or any part of the dorm is not permitted.

## Furniture & appliances

All furniture and appliances provided by City of Knowledge must remain in your room and or and all lounge furnishings must remain in the common areas.

## Damage to Walls

Because of damage caused to walls, tape and other such items are not permitted in the rooms.



# Roommate Relations

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Many students come to campus with limited experiences in sharing a room with another person. You and your roommate(s) may be fortunate enough to develop a life-long friendship, or you may just live together for a short time and then move on to other living situations. When people are sharing a living space, it is natural for conflicts to arise sometimes, regardless of whether the roommates have just met or have known each other for years. Even though you and your roommate will probably disagree about some things, you both have come to FSU Panama to succeed. You can get along, be civil to each other, and enjoy a comfortable living environment.



If you need assistance, the FSU Panama Housing Staff are here to help. If residents are unable to arrive at a consensus /agreements regarding procedural matters, the Program Assistant and the IP/Housing Coordinator may assist in documenting an agreement. In our dorm, we have chores and other responsibilities that are to be shared by residents. When discussing your preferences and compromises, keep our “Roommate Bill of Rights” in mind:

## **You have the right to:**

- Sleep and study free from undue interference in your room. Unreasonable noise, guests and other distractions inhibit the exercise of this right.
- Expect that a roommate will respect your personal belongings.
- A clean environment in which to live.
- Free access to your room and facilities without pressure from a roommate.
- Privacy.
- Be free from fear of intimidation, physical and/or emotional harm.
- Expect cooperation in the use of room-shared appliances and a commitment to honor agreed-upon payment procedures.
- Be free from peer pressure or ridicule if lifestyle choices differ.
- The redress of grievances. Residence life staff members are available for assistance in managing conflicts.



## Tips for a Successful Roommate Relationship

- COMMUNICATE early and often! Address problems right away. Do not let them continue until you are so angry that you cannot have a constructive conversation with your roommate about the issue. Lack of communication is a source of many conflicts.
- See your PA and complete the Roommate Agreement as soon as possible. Come to agreements that you can live with, and terms that you both can agree on.
- Set realistic goals: Do not expect your roommate to be your best friend and constant companion. Best friends who room together have often rethought that idea after one semester.
- Be considerate of your roommate's privacy and values. Avoid being judgmental.
- Courtesy is contagious. Ask before borrowing anything, take accurate messages, honor the agreements you make with each other.



## And If Conflict Occurs...

- When discussing your conflict, be honest and assertive.
- While it is natural to vent your frustrations, involving other residents and friends is unfair. Keep the issue private.
- If you cannot express yourself verbally, try writing down your concerns first.
- If you are having trouble managing the conflict, ask your Program Assistant or Housing Coordinator for help.
- In the event that a roommate agreement cannot be reached, FSU Panama reserves the right to set reasonable expectations of roommates, as well as to relocate residents as deemed necessary.

# Moving Out

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Any time a resident moves out of their current room, regardless of time of year or reason, they must abide by the following check out procedures:

## **Storage**

Residents returning to housing may keep in their room their personal belongings that are properly boxed and tagged. Valuables shall not be kept in the room in the absence of the resident.

## **Cleaning Your Room**

Residents are to completely clear their room prior to checking out for good. Trash and garbage should be disposed of before leaving. Please do not leave items in the refrigerator (i.e. meats and vegetables). Students should not leave behind items they do not want in their room.

## **Initiating the Check-Out Process**

When you are ready to check-out the Program Assistant will inspect your room and sign the check-out form.

## **Damages**

During check-out the Program Assistant will use your **Room Condition Report** to note the current condition of your room. Damages noted during check-out that are not on the original RCR will result in financial and/or conduct charges when a student vacates. Damages at check - out will be noted and students will be informed later about the final damage assessments and charges. Residents will be notified of damage(s) and cost to repair damage(s) via email within 5-7 business days after checking out. To appeal a damage charge, residents may send appeal request to the IP/Housing Coordinator within 10 business days of damage bill receipt. The appeal should include the resident's name; residence hall/room number; detailed explanation of refuted charge; and scanned copy of RCR, whenever possible.

## **Key Card Return**

**The last part of the checking out process should be returning your key card to your Program Assistant or other designated housing staff member. Failure to return any key card to your room will result in a charge.**

# Safety

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A good question to ask when visiting a college campus is, “How safe is this community?” A good answer to this question is, “This community is as safe as those who live here.” In addition to this brief introduction on safety, please also see the FSU Panama Safety Guide 2019 on the FSU Panama web site (<http://panama.fsu.edu/>.)



*The lounge area, entrance and corridor of the room area all equipped with a visual security system (i.e. several cameras) which records all events around the unit's perimeter.*

## **Safety Concerns in the Housing Units**

Get into the habit of locking your room door every time you leave the room, and even when you are inside the room alone. Get out of the habit of responding with “Come in!” when there is a knock at the door. Carry your key card with you at all times. Do not prop exterior doors and, if you see a door propped open, close it immediately.

Make every effort to walk in pairs or in groups during the evening. Always be vigilant about your surroundings when walking in public areas. Be aware of your surroundings. If you see something suspicious, notify the local police. You should also notify the Program Assistant when possible. Emergency telephone numbers are provided to all students during orientation and should be maintained in your cell phone contacts.

Notify someone in the dorm or at the housing office if you are leaving campus for an extended period. If you are going to be away overnight, you need to fill out the housing overnight form providing the contact information. This form should be provided in advance when possible to the IP/ Housing Coordinator.

## **Keys Cards**

Residents are expected to use provided keycard to maintain the safety and security of the dorms. Providing the keycard to anyone else (friends, roommates, parents, etc.) is a violation of FSU Panama policy. Students should always be able to produce their key cards. Inability to do so may result in a staff necessity to charge a student for a lock change that will be billed to the student. Losing a key card and failing to report it or trying to have a copy made from CofK is a serious breach of security and constitutes grounds for disciplinary action. Students should always have their key card on hand when returning to dorm especially at night.

## **Valuables**

Every student is assigned an electronic safe into which you enter your access code. These safes are anchored in the room. We strongly recommend that you place valuables (i.e. money, PC's, etc.) when leaving your room. We cannot accept responsibility for the theft of personal valuables left in the room if they were not adequately secured.

## **Weapons**

Possession or use of a firearm, knife, sword, pellet gun, air gun, spring-loaded or paintball gun, or other weapons on campus is a violation of the FSU Student Conduct Code.

## **Fire Safety**

1. Students are not to tamper with or remove any fire or safety equipment including smoke detectors or fire extinguishers.
2. Cooking food must be attended to at all times to prevent fires.
3. Cooking should be done only in the kitchen areas.
4. Students should be cautious with the use of inflammable substances.
5. Use of incendiary devices (i.e. candles, hookahs) is prohibited.
6. TVs and cooking devices (hot plates, microwaves, coffee makers and popcorn machines, and toasters) are not allowed in student rooms at any time.



**Tampering with fire safety equipment or locking mechanism is a violation of the FSU Student Conduct Code.** During fire alarms, residents should use the nearest stairway or exit to leave the building. Recommended evacuation routes are provided through stickers on the back of each room/apartment/door, and in the common areas.

## **Cooking and Appliances**

Due to fire safety and electrical concerns, cooking appliances of any type are not allowed for use in the student rooms. Cooking is limited to the kitchen only.

## **Identity Theft**

Do not give personal information to unknown individuals. If they get your Social Security number, they may obtain access to confidential information, from credit information to university documents.

## **Online Safety**

Exchanging stories with someone online does not make it safe to give them your telephone number or tell them where you live. If you choose to meet with someone you have been communicating with online, make sure the meeting takes place in a public place. Be careful about what information you post on social networking websites.

## **Victim Advocate**

The Victim Advocate program on the Tallahassee campus is available to FSU Panama students and can provide assistance if you or someone you care about has been the victim of a crime. Advocates provide crisis intervention, counseling, and appropriate referrals. You may contact an advocate by calling 850-644-7161 or 850-644-2277 during weekday office hours, or by calling FSUPD at 850-644-1234 on evenings or weekends. For more information, go to <http://victimadvocate.fsu.edu>.



# Visitation and Guest Policy

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**A guest is defined as anyone who is not assigned to your housing unit.**

## **Housing Visitation Policies**

Residents may have guests in the lounge area after prior consultation with the other residents in the dorm, and they are responsible for their guests' conduct. Guests must remain in the company of their resident host throughout the visit and must abide by the university rules and policies. Guests are allowed in the rooms only after prior consultation with the other roommate. Violation of this policy will result in disciplinary action.

**No overnight guests are allowed in the university housing.** Failure to comply with this policy may result in termination of the housing agreement.



# Community Expectations

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**FSU Panama offers a unique community living environment. To preserve this special community, you are expected to exercise responsibility and to abide by the community expectations.**

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the Student Code of Conduct, the Housing Contract, and any International Programs rules, regulations and agreements. Any violation of the expectations may result in disciplinary action. Expectations that duplicate Student Code of Conduct violations are noted after the specific expectation by citing the appropriate conduct code violation(s) that apply to that charge. When possible, allegations involving these violations will be charged under the Student Code of Conduct.

For more information on the Student Conduct Code and to read all policies and procedures related to Student Conduct at FSU Panama, go to: <http://panama.fsu.edu/>

Other violations may be charged citing Student Code of Conduct S.C.C.e(16)d followed by the specific housing expectation(s) not covered by the Student Code of Conduct.

## **I. Respect for Persons**

### **(a) Resident Relations**

1. Students must be cognizant of the rights of others and avoid activities that unnecessarily disturb individuals or groups, or interfere with the normal activities of the University. This includes, but is not limited to intimidating behavior, physical assault, hazing and unsuitable or boisterous conduct. **S.C.C.e(2);e(3); e(4)**
2. University Housing respects and celebrates the diversity of residents housed therein. Acts of intolerance and/or harassment due to race, ethnicity, gender, religion, disability, or sexual orientation are neither appropriate nor tolerated. **S.C.C.e(1); e(3)**
3. Students will refrain from harassment and verbal abuse of other students. **S.C.C.e(3)**
4. No resident may audio or video record, broadcast, or live stream another resident inside the residence halls, including all public areas, without their knowledge or consent. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, flip cameras, digital cameras, and other digital video or audio recording devices.
5. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within housing public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of FSU Panama. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, flip cameras, digital cameras, and other digital video or audio recording devices.

### **(b) Noise Level**

1. Quiet hours are in effect from 9 p.m. until 9 a.m., during which time no noise should be heard outside of the housing. Residents may extend these hours by a two-thirds vote.
2. Moderate noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Residents should be considerate by observing these hours and responding appropriately to requests to lower noise volume.
3. Students playing instruments in their rooms may be asked to stop if their playing disturbs others.
4. Free weights in student rooms pose concerns of safety, damage, and noise; therefore, students are limited to one (1) set of hand weights whose weight is no more than 20 pounds per weight.

### **(c) Residents' Guests**

1. In respect for the privacy of others, visitors are permitted during specified hours only in accordance with Housing visitation policies and your roommate / suitemate agreement.
2. Hosts are expected to meet their guests at the dorm entrance and escort their guests at all times while in the lounge area or room. At no time should any resident provide entrance to the dorm to someone who is not his or her guest.
3. Hosts are responsible for all actions of their guests.

4. Residents may not have overnight guests.
5. Cohabitation is not permitted.

## II. Respect for Health, Safety, and Welfare

- (a) Students are prohibited from keeping or using firearms, fireworks, explosives, weapons (including, but not limited to, knives, swords, pellet, air, spring loaded, or paintball guns), or other dangerous articles or substances in University housing. **S.C.C.e(6)a**
- (b) Alcohol and Illegal Drugs
  1. No person under the legal age in Panama may consume alcoholic beverages in the housing unit. **S.C.C.e(8)e**
  2. Possession of alcoholic beverages is not permitted by students under the legal age in Panama. **S.C.C.e(8)e**
  3. Students who display intoxicated behaviors (including, but not limited to, glazed eyes, slurred speech, etc.) or students who require staff assistance due to their consumption of alcohol or illegal drugs shall be subject to disciplinary action. **S.C.C.e(8)h**
  4. Residents over the legal age in Panama are not permitted to have open containers of alcohol outside the dorm.
  5. Decorative container collections e.g. bottles, cans, bottle caps are not permitted.
  6. Devices that promote irresponsible drinking (including, but not limited to, kegs, beer balls, funnels, bongos, beer pong table, etc.) are not permitted in the residences.
  7. If none of the residents assigned to a particular living space are over the legal age in Panama, alcohol is not permitted in that living space, regardless of the age of the person(s) that claim responsibility for said alcohol.
  8. Possession or use of illegal drugs or drug paraphernalia is prohibited in the residences. **S.C.C.e(8)a,b,d**
  9. Possession or use of prescription medication for which you do not have hold a valid prescription in your name is not permitted in the dorm.
- (c) Fire Safety
  1. Activating a false fire alarm is strictly prohibited. **S.C.C.e(7)a**
  2. Students are not to tamper with or remove any fire or safety equipment (including, but not limited to, smoke detectors, sprinkler systems, fire extinguisher, etc.) in the dorm. Items may not be hung from the sprinklers. **S.C.C.e(7)b**
  3. Cooking food must be attended at all times to prevent fires and unintentional fire alarms.
  4. Students must vacate the building whenever the fire alarm system is activated. **S.C.C.e(7)c**
  5. Open flame/heat or open element devices (including, but not limited to, barbeque grills, halogen torch lamps, candles, incense, etc.) are not permitted in the rooms or lounge area.
  6. Seasonal decorative items (including, but not limited to, live trees, hay, dried leaves, etc.) are not permitted in the dorm.
  7. Objects that obstruct egresses and hallways are potential fire hazards and are prohibited from being stored in the dorm (including but not limited to bookshelves, additional chairs and tables, shopping carts, etc.).
  8. Motorized vehicles (including but not limited to motorcycles, mopeds, segues, etc.) may not be stored inside any residence.
  9. Any other device, element, or object that presents a fire safety hazard is not permitted in the dorm. If you have questions about prohibited items, or if you are thinking of buying something that could be considered a prohibited item, please contact the Housing Coordinator prior to bringing it to the dorm to determine whether it can be allowed.
- (d) Cooking in Student Rooms
  1. Cooking appliances are not permitted for use in student rooms.
  2. Any open element appliances (including, but not limited to, toaster ovens, George Foreman grills, toasters, electric frying pans, etc.) are not permitted for use in student rooms.
  3. The kitchen should be cleaned immediately after use.
- (e) Propping open doors is strictly prohibited.
- (f) Sales (including, but not limited to, running a business out of a room) or any type of solicitation is not permitted in the dorm. All materials to be distributed to the dorm/students must be approved by the Housing Coordinator. **S.C.C.e(9)d**
- (g) Fish are the only pets allowed. Other pets are not permitted in the dorm. Fish must be in small bowls (one per room).
- (h) Students are never permitted to be out on ledges, roofs, or outside of windows.

- (i) In consideration of safety and of students with disabilities, hallways, sidewalks and stairwells must be kept free of obstructions at all times.
- (j) Smoking is not permitted inside the dorm (including, but not limited to, private rooms, bathrooms, hallways, stairwells, balconies, etc.), or any areas within the dorms complex where signs clearly indicate its prohibition.
- (k) Students are responsible for the cleanliness of their room. Residents may face disciplinary action and/or be charged financially for special cleaning needed by improper care of rooms.

### **III. Respect for Housing Operations**

- (a) FSU Panama Housing Staff
  - 1. Students will comply with reasonable requests from housing staff. **S.C.C.e(9)a**
  - 2. Students will identify themselves when asked. **S.C.C.e(9)a**
  - 3. Students will provide true and accurate information when asked. **S.C.C.e(9)b**
  - 4. Students will refrain from harassment and verbal abuse of staff members. **S.C.C.e(3)**
- (b) Computers
  - 1. Downloading or sharing copyrighted material is prohibited. **S.C.C.e(12)c**
  - 2. Computers will not be used as servers. **S.C.C.e(12)b**
  - 3. Routers (including, but not limited to, wired and wireless) are not permitted in the residences.
- (c) All room changes must be authorized by appropriate personnel and must follow established change procedures.
- (d) Keycards and Housing Access
  - 1. Students are not allowed to give their FSUCard, room and/or entrance keycard to others. **S.C.C.e(10)a**
  - 2. Students are expected to abide by all FSU Panama Housing lockout policy procedures.
  - 3. Students are expected to report lost or missing residence room key card immediately.
  - 4. Falsification of information in an attempt to obtain a back-up key card is strictly prohibited. **S.C.C.e(10)c**

### **IV. Respect for Property**

- (a) Students are expected to respect university property as well as the property of other community members. Students shall be financially liable for damages (including mounted televisions, wall shelving), alterations (unauthorized painting of rooms), or removals that they cause (including damage caused by their guests), to dorm rooms, buildings and community member's property. **S.C.C.e(11)a**
- (b) University property may not be removed from student rooms or from public areas. **S.C.C.e(11)b**
- (c) Out of respect for community property, sports and general rough-housing are not permitted in the hallways.
- (d) Screens must remain in windows at all times.
- (e) Students may not remove, alter, or tamper with door closures, peepholes, locks or any item that obstructs entry or exit to any door within the residence hall room. Additional locks may not be added to the room or suite bathroom doors.
- (f) Throwing or dropping objects from windows, balconies and sundecks is prohibited.
- (g) The use of wheeled conveyances (including, but not limited to, rollerblades, skateboards, or bicycles) is not permitted in the dorm.



# Computer Usage

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Please note that FSU-Panama, as a branch campus of Florida State University in Tallahassee, complies with all policies and directives in place. The only exception if any would be where such policies or directives would be in conflict with Panamanian Law.

Advances in technology have resulted in warnings being issued regarding online behavior and downloading of audio and video files. Please consult the User Services Help Desk at <http://helpdesk.fsu.edu> or 850-644-HELP (4357) or the Guide to Computing Resources at <http://its.fsu.edu/Network/NetworkMainCampus/RESNet-Residence-Hall-Network> for specific policies and for instructions on how to set up your computer on campus and utilize it properly.

The Student Code of Conduct, Section 5 (k), prohibits the use of the campus network and computers on the network under the following conditions:

1. Unauthorized access or entry into a computer, computer system, network, software, or data.
2. Unauthorized alteration of computer equipment, software, network, or data.
3. Unauthorized downloading, copying, or distribution of computer software or data. *\* Note that this includes the use of services like KaZaa, Limewire, BearShare, eDonkey, and BitTorrent etc. where you can download illegally distributed materials. Only pay-per-download sites similar to iTunes are authorized.*
4. Any other act that violates Florida law or the Florida State University Policies And Responsibilities For Use Of Campus Computer And Network Resources, which is hereby adopted by reference.

Other important notes regarding the use of the campus network:

- FSU is a public entity under the laws of Florida. As such, you do not have a reasonable expectation of privacy for anything you do using a computer owned by FSU or connected to the FSU network. By accepting a computer account at FSU, you are agreeing to the policies concerning privacy and proper computer use.
- Commercial advertising on unofficial websites using a University computing account is a violation of University policy. Individuals are prohibited from using their computing accounts in association with any commercial purpose or enterprise.
- Users who violate policies may be denied access to University resources and may be subject to other penalties and disciplinary action, both within and outside the University. Violations may be handled through the University conduct procedures applicable to the relevant user. Additionally, the University may temporarily suspend or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other resources, or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

# Policy Violation Procedures

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Policies have been developed to protect the rights and encourage the responsibility of resident students and to maintain orderly conduct for the educational process of this institution. Such rules are incorporated in our Community Expectations, the Housing Contract, Student Conduct Code, and other agreements such as International Programs forms and agreements. A respect for the rights and privileges of others is the basic assumption of our educational mission.

## Adjudication Procedures

Staff and students record incidents of possible policy violations using a behavior report forms, incident reports, or police reports. Reports are referred to the Office of Student Affairs for review. The Student Affairs Director or a designee will contact and schedule appointments with students who have been documented for allegedly violating a policy. At the scheduled meeting, the official will inform the student of his/her rights under the University conduct system and a hearing body will be selected. After the hearing the disciplinary board will issue a recommendation. A letter of final decision will later be prepared and issued to the student. If the case is heard administratively, the responsible official will determine whether or not the student is responsible for a policy violation. Students found responsible for policy violations may be issued educational sanctions to follow or complete. If a student fails to respond to the charges or does not complete the sanctions, a conduct hold may be placed on his or her student record. This hold will prevent a student from registering for classes and from obtaining transcripts.

## Appeals

Appeal procedures protect the interests and rights of resident students found responsible for violations of university or housing policy. Appeal requests may be granted for the following reasons:

- 1) Irregularities in due process that affected the outcome of the initial hearing.
- 2) Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be proven by a conflict of interest, bias, or pressure of influence that precluded a fair and objective hearing.
- 3) Discovery of new and significant evidence not available at the time of the original hearing.
- 4) A sanction that is extraordinarily disproportionate to the offense.
- 5) The preponderance of the evidence presented at the hearing does not support a finding of "responsible." Appeals based on this consideration will be limited solely to a review of the records of the first-level hearing.

Appeals must be submitted to the Academic Vice Rector within five class days after the student is notified of the initial decision. On appeal, the burden of proof rests with the student to show clearly that an error has occurred during the first level hearing process. The appellate review officer may affirm, modify, reverse, or remand the first-level decision, or order that a new hearing be conducted. Appellate decisions will be communicated within fifteen days of an appellate review, unless notification is given that additional time is necessary for consideration of the record on appeal.

## When is Parental Notification Necessary?

Parents of Florida State University students will be notified of a student's involvement with alcohol and other drug violations under the following circumstances:

1. A student has been transported to the hospital or required staff assistance due to his/her consumption of alcohol and/or other drugs.
2. A student under the age of 18 is allegedly involved in an alcohol or other drug incident.
3. When a student's alcohol or other drug behavior demonstrates evidence of a high risk nature.

## What is the "Parental Notification Letter"?

In situations where students have been found responsible for a violation of the FSU Panama alcohol or other drug policy, students will be required to complete an action statement explaining the nature of the situation and circumstances that led to the violation. This statement will be maintained in the student's conduct file for a period of 12 months. If the student is found responsible for a subsequent violation of the alcohol and other drug policy, a copy of this statement will be sent home along with official notification from the University.

# Housing Contract Information

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The University IP/Housing Coordinator is located in the Administrative Office on the first floor (tel. 507-317-0367, ext. 224) IP/Housing Coordinate can also be contacted through e-mail at [mpuerta@fsu.edu](mailto:mpuerta@fsu.edu). The full Terms and Conditions of the FSU-Panama Housing Contract are available on our website: <http://housing.fsu.edu>

## Length of Contract

Submitting a housing contract and required payment commits the student to living in a university residence through the end of the contract period. For each semester, the student will be required to sign a new contract. Students should notify the IP/Housing Coordinator in advance of their intention to remain in FSU Housing.

## Break Closings

The FSU Panama Calendar specifies the date and hour the dorm will close at the end of each term. Failure to vacate at the specified time may result in disciplinary action. You do not need to remove all of your belongings from the room during the breaks if you are returning to the same room for the following term. To avoid disturbing fellow residents during finals week, the staff encourages you to leave the dorm within 24 hours of your last exam.

## Payment

The contract obligates students to be financially responsible for the length of the contract. It is the student's responsibility to ensure satisfactory payment of housing fees. Housing fees may be paid: 1) in person by the students or a designated responsible party. Payments are accepted at the cashier's office between 8:00 a.m. – 5:00 p.m., Monday through Friday. Cash payments are not accepted. Payments must be by check personal or company, or credit card

## Room Occupancy

Only those students assigned to a room may occupy the room. Residents may not sublet their rooms to another person. **Rooms may be single or double occupancy depending on availability.**

## Administrative Relocation/Termination

FSU Panama reserves the right to cancel, change or terminate room assignments in the interest of order, health, discipline, disaster or maximum utilization of facilities, after due notice to the assigned students. Disregard for the rights, responsibilities and duties of others, as well as the creation of circumstances, which could jeopardize life, limb or property, are conditions that are not acceptable and may be cause for termination of the housing contract. For additional information regarding the Terms and Conditions of the Contract, please visit with or contact the Housing Coordinator, Maria Elena Puerta (tel. 507-317-0367) or e-mail at [mpuerta@fsu.edu](mailto:mpuerta@fsu.edu).

## Room Changes

After the beginning of each new term, residents can submit a request to change their room assignments on a space-available basis. Until a request is offered and accepted, students remain in their current assignment. The IP/Housing Coordinator must approve all moves.

Students who make unauthorized room changes may be subject to disciplinary action and/or required to move back to their original assigned room. University Housing will communicate all approved changes in writing.

## Entering Rooms

Authorized university personnel may enter the student rooms at any time for regular health and safety inspections and for maintenance purposes. Staff may also enter rooms when a reasonable belief exists that the room is being used for a purpose that is in conflict with the housing policy.

# Florida State University Civility Statement

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## Uphold the Garnet & Gold



Florida State University is a diverse community with a longstanding tradition of respect for the dignity and worth of each person. While we recognize the importance of differing opinions and informed debate for a dynamic learning environment, we also expect each member of our community to embrace the values of civility and ethical conduct and share in the responsibility to promote these values.

Uphold the Garnet and Gold by demonstrating respect for yourself and others, taking responsibility for yourself and those around you, and reflecting the values of Florida State.

**Effective January 1, 2014,** Florida State University Campus will be Tobacco-Free. FSU Panama residences, the main building, and the library are tobacco free areas. There is only one designated area outside the main building where smoking is allowed. Signs mark those areas. Information bookmarks on both breathe easy zones and the designated smoking area are distributed to all new students at orientation.

Medical Studies have shown that tobacco smoke in any form exposes both users and bystanders to serious health risks, and that smokeless tobacco products can have adverse health effects as well. Restricting tobacco use throughout campus will reduce these risks, help establish a culture of wellness, and serve as a positive role model for youth and the surrounding community at large.





# Statement on Values and Moral Standards

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**As the Florida public university most deeply rooted in the liberal arts tradition, Florida State University not only focuses on intellectual development but, as a community of moral discourse, it also recognizes the need for the development of the whole person. The University maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of searching for the truth are mutually enhancing and provide the context for the liberating experiences students gain from contact with ideas and individuals.**

Florida State University shares a commitment to the dignity and worth of each person and is guided in its many endeavors by that underlying value. Through academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, students find many avenues in the University community for the development of the whole person. A responsible student recognizes that freedom means the acknowledgment of responsibility to the following: justice and public order; fellow students' rights and interests; the University, its rules, regulations and accepted traditions; parents and teachers, and to all others whose support makes one's advanced education possible. Responsible student behavior requires observance of the Student Conduct Code, which is based on respect for the dignity and worth of each person and the requirements for successful community life.



Relations among all persons should be characterized by mutual respect and equality. Sexism, sexual harassment, and sexual coercion of any sort are wrong and constitute a violation of fundamental moral requirements and state law. Minimally responsible behavior requires that no one take sexual advantage of another. The University enforces all laws relevant to alcohol and controlled substances and strongly discourages the use of illegal substances at any time. The University disseminates and encourages the dissemination of information concerning the responsible use of alcohol.

The cultural, ethnic and racial diversity of the University community provides an opportunity for learning about those different from oneself. The University expects each individual to make a special effort to ensure that everyone is treated with dignity and respect and accorded the full opportunities of the University. Racism, whether in assumptions, attitudes, acts or policies, is incompatible with the concept of responsible freedom as espoused by Florida State University.

The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can help students overcome difficulties. The University provides ongoing student support through the health center, counseling services, and academic advising. The university experience is a time for adventure, fun, excitement, the making of new friends and the discovery of new possibilities. There are numerous individual and organized opportunities for students to develop and to learn in the course of their university years to exercise newly acquired freedom deliberately and responsibly.

## **Equal Opportunity Statement**

Florida State University believes in equal opportunity practices that conform to both the spirit and the letter of all laws against discrimination. The University actively strives to build a community in which opportunity is equalized. Facilities and human resources will be used to develop the skills and opportunities of the members of all groups so that they may play responsible and productive roles in society.

## **Sexual Harassment Policy Statement**

Florida State University regards sexual harassment as a violation of an individual's human rights and as a form of discrimination based upon sex. The University deems sexual harassment to include conduct under Titles VII or IX of the Civil Rights Act of 1964 or under applicable implementing regulations such as the EEOC guidelines and Florida law. It is therefore the policy of The Florida State University that its employees and students neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty and students, to all other persons on property subject to university control, and to those engaged to further the interests of the University. Employees and students who engage in sexual harassment will be subject to applicable conduct processes. Acts of sexual harassment that also constitute sexual battery or other violation of criminal law will be referred to the appropriate authorities for prosecution. The university administration strongly encourages all Florida State University community members to report incidents of sexual harassment. A student victim of sexual harassment should report the incident to the FSU Panama Student Affairs Office or Academic Vice Rector. Students may seek assistance from the Dean of Students on the Tallahassee campus, 850-644-2428. All students are encouraged to read the full text of the University Policy on Sexual Harassment in the *Student Handbook*, as accessed from the FSU Panama website.

## **University Policy on HIV/AIDS**

It is the policy of the State University System to balance the rights of HIV/AIDS victims to an education and employment against the rights of students and university employees to an environment in which they are protected from contracting disease. Students, employees and applicants for admission or employment at FSU who have or who may become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. The FSU Panama Wellness Office can provide confidential counseling and referrals. Records gathered by the university about a student's condition are confidential, as provided by federal and state regulations. For additional information, please refer to the *Student Handbook*, as accessed from the FSU Panama website.

# Preserving our Seminole Heritage

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Spanish and English settlers in the early 1700s soon used the term “Seminole” to refer to all Native Americans in Florida, including the remnants of the indigenous tribes. During the war of 1812, Spain aided England by allowing English ships to dock in Pensacola. The U.S. Government sent General Andrew Jackson to raid Creek and Seminole villages to keep the Indians from fighting for England. After the war, white settlers moved into the lands Jackson had raided, and when the Seminoles in turn raided the villages of white settlers, the U.S. Government again sent Jackson to fight. The first Seminole War consisted mainly of Andrew Jackson and his men burning Seminole villages and driving the Indians out of northwest Florida. The war ended in 1819.

When Spain sold Florida to the U.S. in 1819, slave catchers from the southern states swarmed in to Florida to reclaim the escapees. The catchers not only captured former slaves, but free-born blacks and even mixed-blood and full-blooded Seminoles.

During the early 1800s one of the many Indians migrating south was young Osceola, then called Billy Powell. As a young man Osceola excelled in hunting and sports (especially the Indian ball game) and was respected throughout the different clans. During the Second Seminole War, Osceola and Coacoochee (Wildcat) were clan leaders and tried to negotiate several peace treaties. In April 1835 Osceola met with U.S. officials who tried to persuade the Seminoles to leave. Osceola responded by stabbing his knife through the paper saying, “This is the only way I sign.” In 1828 President Andrew Jackson approved the Indian Removal Act that required all southeastern Indians to move to the Indian Territory, later the state of Oklahoma.

Osceola and Coacoochee (Wildcat) led a seven-year resistance to the move. In 1837 Osceola and Wildcat, along with several of their people, again met under the flag of truce, but Colonel Jesup of the U.S. Army arrested the leaders and imprisoned them at Fort Marion. Wildcat and several others managed to escape, but Osceola fell ill and was taken to Fort Moultrie, South Carolina, where he died one year later. By 1838, the end of Colonel Jesup’s command in Florida, approximately 1,000 Seminoles remained in Florida in scattered groups and clans.

Between 1838-1842 there were several U.S. Army commanders in Florida who chased the Seminole bands throughout the state. Leaders emerged in the separate Seminole camps including Sam Jones and Billy Bowlegs. Seven years of conflict ended in 1842 when the military authorities and President John Tyler realized that total Seminole removal was impossible. The negotiated peace recognized hunting and farming grounds, but did not give definite borders to any Indian territory and made no provisions for an independent Indian government. Seminoles continued to be harassed by settlers and the government did not give up trying to negotiate a move out of Florida.

In 1855 Bolek led the Seminoles in the Third Seminole War. “Bolek” was translated into Bowleg by the whites who called the Chief Bill Bowlegs. Militia volunteers were highly paid for the capture of live Seminoles and pursued them relentlessly. In May 1858 Bowlegs agreed to the government’s terms and left Florida with about 100 others. Shortly after, Colonel Loomis, commander of the forces in Florida, proclaimed the end to all hostilities. Two organized bands and several families were all that remained, but those who stayed in Florida never surrendered during the last Seminole War. To this day no official peace treaty was made and the Florida Seminoles are the only tribe that never surrendered to the U.S. Government.

The migrating Creek Indians brought with them their form of government and customs, including the Green Corn Dance. The dance, still held among the Seminole Tribes today, is an annual gathering of all the Seminole clans and lasts over several days. Inter-clan contests include the prestigious Indian ball game, which is very much like rugby. The most important activity is lighting the ceremonial fire in the middle of the camp, which is completed by the tribe shaman, or holy man. The shaman is in charge of the tribal medicine bag, which is passed from generation to generation, and is essential in lighting the fire. Modern Seminole tribes still see the Green Corn Dance as the central religious, social and political focus of tribal life.

Today the Seminoles of Florida are divided into three different political groups. The reservation or “traditional” Seminoles, the Miccosukee Tribe of Seminole Indians and a loosely organized group called the Trail or non-reservation Indians. The splits were caused over political disagreements surrounding the compensation for lost lands, cultural accommodation to the “white man’s” way of life and acceptance of federal aid. The reservation Seminoles receive much of their income from running bingo halls, but the Miccosukee are associated with the Bureau of Indian Affairs and receive federal aid. Both major groups also get income from raising cattle and from the limited proceeds of tourist-oriented concerns such as souvenir shops, exhibits, alligator wrestling, village exhibitions and air boat rides.