



Housing

and Residential Life

JOHN CABOT UNIVERSITY

**JCU Housing
Policies and Regulations**

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Dear Resident,

Welcome to John Cabot University Housing!

In choosing to study at John Cabot University in Rome, you are opening yourself up to a world of new challenges and opportunities. As a resident in JCU Housing, you will have the rewarding experience of creating a residential and learning community. You will also learn to live independently in the center of this historic city. This is a wonderful opportunity. We hope that you make the most of it!

In order to create a healthy and safe community, it is important that you read and understand this Handbook fully. If you have any questions about the material covered here, you should ask for clarification during the Mandatory Housing Workshop during Orientation Week or with the Office of Housing and Residential Life (Housing Office) directly. You are responsible for all of this information.

Regardless of whether this is your first international experience or if you are a seasoned traveler, the Housing Office has set up a full support system to help ease your transition to Rome and improve the quality of your entire experience. At the center of this network is your Resident Assistant (RA), who will help you settle into the city, foster a sense of community in the neighborhood and serve as your point of reference whenever you may need assistance during your stay in John Cabot Housing.

Enjoy your time in Rome, study hard and always respect yourself and your peers. I look forward to seeing you around the neighborhood.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Giorgio Silva Di Bella'.

Giorgio Silva Di Bella
Director of Housing and Residential Life

PHONE NUMBERS

EMERGENCY

<i>University Emergency Number</i>	+39 335 775 5474
<i>Police</i>	113
<i>Ambulance</i>	118
<i>Fire</i>	115
<i>Gianicolo Residence Security (Italian)</i>	+39 06 681 91215
<i>RA On-Call (7pm to 9am)</i>	+39 06 681 91259

HOUSING PHONE NUMBERS

<i>Housing Maintenance</i>	+39 06 681 91243
<i>Housing Service Desk (9am to 7pm)</i>	+39 06 681 91259

USEFUL CAMPUS PHONE NUMBERS

<i>Elaine Luti, University Counselor</i>	+39 340 624 9376 (best to make an appt. via text message)
<i>Financial Aid</i>	+39 06 681 91273
<i>Guarini Campus Front Office</i>	+39 06 681 91200
<i>Student Services</i>	+39 06 681 91290
<i>Tiber Campus Front Office</i>	+39 06 681 91287

RESIDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

Residents in JCU Housing have the right to:

- A living environment that encourages intellectual and personal growth;
- A trained Resident Assistant (RA) to help with the transition to Roman life;
- A clean living environment;
- A well-maintained apartment and a timely response to maintenance requests;
- Free access to living space at all times;
- Personal privacy within the limits of the residential setting;
- Read and study free from undue interference, unreasonable noise, and other distractions;
- Sleep without undue disturbance from noise and other distractions;
- Expect that others will respect your personal belongings;
- Refuse visitors;
- Feel free from fear of intimidation and physical or emotional harm;
- Discuss with Housing Office staff any problems or concerns that arise;
- Expect that all of these rights will be respected;
- Insist on seeing identification of any person who seeks access to the apartment.

RESPONSIBILITIES

Residents in JCU Housing have the responsibility to:

- Respond to all reasonable requests by roommates, apartment mates, RAs or the Housing Office;
- Communicate all concerns and requests to all involved parties in an effective and timely manner;
- Accept responsibility for personal and community safety;
- Discuss expectations regarding daytime guests;
- Inform daytime guests of behavioral standards and expectations of both the University and the JCU Housing specifically;
- Report all maintenance concerns in a timely manner;
- Report any concerns for the safety of the residential community;
- Treat roommate(s) with respect and consideration;
- Read and respect the JCU Housing Handbook and the John Cabot University Student Code of Conduct.

SAFETY IN JCU HOUSING

ELEVATORS IN THE GIANICOLO RESIDENCE

The elevators operate from 07:00 AM to 11:00 PM, during which time they are served by a security and maintenance provider. Residents should report any problems with the elevators immediately to the Service Desk or to an RA. If the elevator doors do not open or the car comes to a stop between floors, the following procedure should be followed:

- Do not try to force open the doors or climb through the elevator shaft.
- Press and hold the yellow button for approximately 5 seconds and then wait calmly. This will activate the emergency 'SOS' system and contact University staff. The staff member will speak to you directly through the intercom system and instruct you on how to proceed.

When assistance arrives or a voice speaks over the intercom system, let only one person in the elevator communicate with him or her in order to avoid confusion. Please remain calm.

The maximum capacity for each elevator is four people. The elevators will stop between floors if overloaded.

The elevator for Scala B has two doors: an internal door and an external door. Residents must wait to hear the bell ring twice after the elevator comes to a complete stop before opening the internal door. Both doors must be closed for the elevator to be used. Please make sure the external door is securely shut when exiting the elevator. Failure to follow this procedure could result in the elevator door becoming blocked.

FIRE EXTINGUISHERS IN THE GIANICOLO RESIDENCE

There are fire extinguishers located in the hallway of each residential floor. Residents should only attempt to extinguish a fire if they feel knowledgeable about the use of fire extinguishers.

How to use a fire extinguisher:

1. Remove safety clip
2. Hold the hose
3. Squeeze grip lever
4. Direct the jet onto the base of fire

Abuse of a fire extinguisher will result in an automatic EUR 200 fine in addition to any other expenses for damages incurred.

PERSONAL PROPERTY INSURANCE

As stated on the housing contract, the University is not liable for any claims for damage, theft, or loss of students' personal property brought onto University premises (including, but not limited to, water damage, fire, smoke, or theft).

Under no circumstances will John Cabot University be responsible for any loss of art, rare or irreplaceable books, manuscripts, antiques, jewelry, cash, securities, valuable papers such as deeds, furs, items that have only personal value, or other unique items.

Therefore, we strongly recommend that students leave these types of items at home as well as have an insurance policy for their personal property from the moment they leave home and throughout their stay abroad, including luggage shipping and delivery.

Students who maintain legal residency with their parents may be covered by their family's homeowners' policy. In many cases, "legal residency" refers to when parents are of substantial financial support to a college-aged student (i.e., they claim them as a dependent for tax purposes). In this case, you may indeed be covered by your parent's homeowner's insurance, but it would be wise to check with your family's agent about this first. Often, there is a substantial deductible required for loss and pricing may rise for the policy as a result of a claim.

If you need insurance, and you are not able to arrange coverage under your homeowners' or tenant's policy, John Cabot University recommends (*) contacting:

[CSI Insurance Agency](#)

104 Bombay Lane, PO Box 1207

Roswell, GA 30077-1207

Tel: (888) 411-4911

Fax: (678) 832-4910

Email: info@csi-protection.com

This Company offers an excellent "All Risk" coverage for students and has very broad coverage for laptops and other portable items. You can reach this company through the internet and apply on line with a credit card.

FAQ: <http://www.collegestudentinsurance.com/faq.php>

(*) Disclaimer:

The CSI-Insurance Agency Inc. operates independently from John Cabot University and they are solely responsible for the delivery of the service. John Cabot University is not responsible for loss, damages or inconvenience. Furthermore, the University will not intervene on processing claims in the case of dissatisfaction with the customer care received from the provider.

PERSONAL SAFETY

While every individual has different needs to feel physically and emotionally secure, certain precautions should be taken by all residents:

- Avoid walking alone after dark.
- Save the phone numbers of close friends, roommates and family members in your cellular phone, as well as paper copies in a safe place.
- Carry the John Cabot University Emergency Number: +39 335 775 5474.
- Keep apartment doors dead bolted.
- Never prop open doors to any room, stairwell, entrance, etc.

PROPERTY SAFETY

The following steps should be taken to protect personal property:

- Make a list of all of personal property, including serial numbers and the name of the manufacturer.
- Keep paper records of all credit card and bank account information in a safe place. Know the phone numbers of credit card providers and banks in order to report lost or stolen cards.
- Keep valuables in a secure place.
- Do not carry excess amounts of cash.
- Do not keep excess cash in apartments; make frequent trips to the *bancomat* (ATM).
- Be alert to the presence of strangers in non-public areas and immediately report their presence to the Housing Office.

SECURITY GUARD COVERAGE IN THE GIANICOLO RESIDENCE

John Cabot University has contracted a third-party security company to provide security services to the Gianicolo Residence at all times of the day and night. All residents are expected to cooperate with the security guard and should present a valid ID when requested. Residents who have concerns about the conduct of the security guard are asked to report these comments in writing to the Housing Office (housing@johncabot.edu).

SURVEILLANCE CAMERAS IN THE GIANICOLO RESIDENCE

Public areas of the Gianicolo Residence are equipped with surveillance cameras. These cameras monitor and record activity in order to protect the security of the residential community.

SERVICES, FACILITIES AND GENERAL PROCEDURES

BUILDING ENTRY AND EXIT (IDENTIFICATION) – GIANICOLO RESIDENCE

All Gianicolo Residence residents are issued a Gianicolo Residence ID card. Upon entering the Gianicolo Residence, all residents are required to show their Gianicolo Residence ID. In the event that a resident is not clearly identified by his or her ID, the security guard will direct the resident to the Service Desk.

What if my Gianicolo Residence ID is lost, damaged, or stolen?

Gianicolo Residence residents have the responsibility to request a replacement of lost or stolen IDs as soon as possible. Replacement IDs can be made by the Housing Office (a service charge of EUR 25 for lost or stolen IDs can be paid directly to the service desk or using the University's online payment system). If a resident arrives at the Gianicolo Residence without his or her ID, the following identification procedure will take place:

- 1) The Security Guard, a member of the Service Desk staff, or RA on-call will confirm the resident's identity using his or her photo on file and/or student record.
 - a. If the staff member deems that the person is actually a resident, he or she will be allowed into the Residence and a request will be made for a replacement ID. (The below procedures for "What if I forget my ID?" will also apply.)
 - b. If the staff member deems that the person is not a resident, he or she will be escorted out of the Residence by the security guard.
 - c. A EUR 25 service charge may be applied for any resident that requires identification between the hours of 11:30PM and 9:00AM.

What if I forget my ID?

- 1) First time: The resident will be identified by staff and this event will be recorded on the residential record. A warning email will be sent to the resident.
- 2) Second & third times: The resident will incur a EUR 10 fine. The incident(s) will be recorded on the residential record. The resident will be notified of each occurrence.
- 3) All subsequent times: The resident will incur a EUR 25 fine. The incident(s) will be recorded on the residential record. The resident will be notified of each occurrence.

CHECK-IN PROCEDURES

Check-in takes place either at the Hilton Rome Airport or directly at the Gianicolo Residence for all JCU Housing residents on posted move-in dates that are published on the University's website. Any exceptions to these move-in dates must be approved in writing by the Director of Housing and Residential Life.

Housing Inventory Form

The Housing Inventory Forms must be completed by each resident within 48 hours of arrival. These forms protect each resident of the apartment and serve to record the physical condition of the apartment. Residents are encouraged to fill out the form with as much detail as possible, including pictures (which can be sent electronically to housing@johncabot.edu), and drawings, as necessary. The RAs are available and happy to provide further clarification of this process upon request.

CHECK-OUT AND MOVE-OUT PROCEDURES

Check-out dates and times are posted on the University website and are included in the Housing Request Form. Residents will receive instructions in writing at least seven days before the final check-out date. In order to check-out of JCU Housing, residents must take the following steps:

- Sign the check-out form at the Service Desk;
- Have keys and key codes verified by the Service Desk staff;
- Specific instructions for the handling of your linens and bedding will be provided during check-out;
- Leave keys with Service Desk staff or with the guard (after hours);
- Discuss departure times with roommates to collectively agree upon how the responsibilities outlined in the Apartment Condition section of the Check-Out Procedures documents will be organized.

Failure to Check-out

Failure to come sign the check-out document at the Service Desk during the indicated times may result in the following:

- EUR 50 fine for not complying with check-out procedures and will automatically forfeit your rights to a check-out inspection.
- Further charges will be incurred if the keys are not retrieved (see the section on “Keys” below).

Keys

The keys used in JCU Housing are designed for your safety and therefore costly to replace because it involves changing the locks and issuing new keys to all roommates. If a resident’s keys are not returned, that resident’s Student Account will be charged. Specifically:

- EUR 300 fine if the keys are not found or not returned to the Housing Office by the move-out deadline.
- EUR 300 fine if the keys are returned without a key tag, making them unidentifiable.

Apartment Condition

The apartment must be left in the same condition as it was found upon move-in:

- All garbage must be taken out of the apartment. There is a fee of EUR 50 per occupant per bag of garbage left in the apartment for disposal. Additionally, trash cannot be left in the hallway, balcony, foyers, etc. It must be removed from the apartment and taken to the trash bins.
- Wash all dishes and store in the cabinets. Do not stow dirty dishes (EUR 50 fee).
- Dispose of all food in the cabinets and refrigerator. There is a fee of EUR 50 if the cabinets or refrigerator are not emptied and cleaned.
- Posters will be placed throughout the Residence with information about donating food and/or clothing.

Linens

- The same number of linens and the comforter assigned at move-in must be present after move-out.
- Specific instructions for the handling of your linens and bedding will be provided during check-out.

Damages

Damages are assessed after move-out, using the following procedure:

- The RAs will conduct a pre-inspection during the week before move-out. During this process, RAs will identify any major damages found in the apartment, allowing all residents to clarify responsibility and charges with the Housing Office.
- If damages are discovered (that were not originally disclosed on the Housing Inventory Form) or the apartment requires excess cleaning, the cost of necessary repairs or excess cleaning will be split equally among all residents of the apartment unless one resident claims full responsibility, as per the Housing Contract.
- If a Student Account is charged, the resident must pay all fines before John Cabot University will release his or her academic transcripts.

CLEANING PROCEDURE AND STAFF – GIANICOLO RESIDENCE ONLY

Each apartment will be cleaned on a regular basis by the Gianicolo Residence cleaning staff. The frequency of cleaning will be approximately every 10-14 days and will include common spaces (living room, kitchen and bathroom.) Residents are responsible to keep common spaces neat and surfaces free to be cleaned by the staff. The cleaning staff will not wash dishes, move or fold laundry, remove trash and recycling from the apartment, or clean around an unreasonable state of clutter. The cleaning staff is instructed to report to the Housing Office any apartment that is consistently not kept to a reasonable standard of cleanliness; these reports could result in a fine. Failure to provide entry to the cleaning staff could also result in a fine.

Residents who are concerned with the conduct of the cleaning staff are asked to report these comments in writing to the Housing Office (housing@johncabot.edu).

DIRECT SWAP

All residents have the option to arrange a direct swap. A direct swap is a room change where two interested parties come forward and propose an equal exchange of their space in an apartment. Direct swaps can be arranged after the second week of class by coming to the Housing Office.

Rooms can be swapped within an apartment at any time during the semester, as long as all residents of the apartment are in agreement and all name cards are swapped to the proper card holders to reflect the change.

HEATING AND AIR CONDITIONING

Heating is provided by a centralized furnace and is operated by the building's Superintendent on hours established by law. By city ordinances, heating systems are turned on between November 15 and March 15 every year. The heater generally runs from 6-9 am and then again in the evening from 6-10 pm. This means that the hours in between are what we call "Roman room temperature", which is slightly warmer than the outside temperature.

In the Gianicolo Residence, the air conditioning is turned on around June 15 and turned off around September 15. Residents can turn each unit on or off and change the temperature within a set range. Air conditioning is controlled in each room by remote. Remote controls are attached to their wall-mounts with a chain. A service charge of EUR 100 will be applied if the remote is lost and/or disconnected from the chain. If vandalism is suspected, the Housing Office reserves the right to impose a fine exceeding EUR 100.

INTERSESSION PROPERTY STORAGE

The Gianicolo Residence only offers storage facilities during the intersession (i.e., between Fall and Spring semesters) to residents staying in the Residence for the next session. These special cases should be arranged before the move-out date with the Director of Housing and Residential Life.

In the case that a student has signed up and paid for the next session's housing in an apartment other than their current residence and has been approved by the Director of Housing and Residential Life to store his or her belongings in the new apartment, those belongings must be moved and stored by 12:00PM on the move-out day. The resident will have to surrender his/her keys and will have no access to his/her belongings during the intersession break. The University accepts no responsibility for theft or damage to articles left in storage during intersession breaks.

Unauthorized personal items that are left in apartments or common spaces for more than 48 hours will be disposed of at the expense of the responsible resident. For more information, please see FURNITURE under the Alphabetical Listing of Important Policies and Procedures.

KEYS

Each resident is assigned a uniquely coded set of keys with a key tag. The tag must stay attached to the set of keys at all times.

Missing Key Tag

In the case of a missing or broken key tag, residents are responsible for immediately reporting the missing/broken tag to the Housing Office Service Desk. Replacement key tags incur a EUR 50 service charge.

Lost or Damaged Keys

Lost keys will result in a lock change service charge of up to EUR 300.

Loaner Keys

The Service Desk keeps one set of loaner keys for each apartment, which may be checked out in the case that a resident has locked him or herself out of the apartment. Residents must leave their University ID at the Service Desk in order to sign out the loaner keys. Loaner keys must be returned within 24 hours of their issue or at the next opening of the Service Desk so that your roommates will have access to this same service. A charge of EUR 50 per day will be applied for their late return.

Afterhours Lockouts

An additional EUR 25 per resident service charge will be applied for any resident that requires the use of loaner keys between the hours of 11:00PM and 9:00AM.

Lost Keys and ID

See BUILDING ENTRY AND EXIT (IDENTIFICATION), page [10](#).

MAIL

Every student is assigned a mailbox at the Guarini Campus where letters may be received. Unfortunately, for security purposes, the University is not able to accept any packages mailed to any University address.

Should you wish to send and receive packages, we suggest using a shipping company such as Futura Forwarders (www.futuraforwarders.it.) Delivery arrangements should be made directly with the company.

NETWORK CONNECTIONS

Internet access in JCU Housing is not guaranteed. For residents in JCU Housing outside the Gianicolo Residence, information on internet connectivity will be available in the apartment. In the Gianicolo Residence, wireless internet can be accessed using the information residents should have received in a communication from the Information Technology Department before their arrival to Rome. It is the same as the information for the campus wireless network, as well as general instructions and rules for campus internet usage. Any Gianicolo Residence resident who has a connectivity issue should seek assistance from a Lab Assistant in the Chapel Lab at the Guarini Campus.

HOUSING OFFICE – SERVICE DESK

The Service Desk acts as the main information point for residents of JCU Housing. The Service Desk provides the following services:

- Maintenance requests and follow-up
- General housing information, questions and concerns
- Registration for direct swaps
- Posting of cleaning schedule in the Gianicolo Residence

The Service Desk is open:

- Monday to Friday from 9:00AM to 11:30PM
- Saturday from 10:00AM to 11:30PM
- Sunday from 12:00PM to 11:30PM

While the Housing Office Service Desk is open to helping students resolve any and all concerns about their JCU Housing, it is not a hotel concierge. Students should reach out to the Student Services Office on the Tiber Campus or their Resident Assistant for information about local taxis, planning trips and other, non-residential issues.

MAINTENANCE

Students receiving John Cabot Housing can expect all reported maintenance issues to be addressed in a timely manner. Students are responsible for reporting all maintenance issues shortly after they occur. Emergency maintenance issues should immediately be reported to either the Emergency Phone or to the on-call staff in the Housing Office. Non-emergency maintenance issues should be reported during normal office hours or on the next business day.

Reporting

Students have the option of reporting maintenance issues either to the Housing Office in person, over the phone, or through email. A Maintenance Request Form (MRF) should be filled out for all issues. Students reporting the issue to the Housing Office in person should fill out their own form. If an issue has been reported to an RA, he or she will fill out a form on behalf of the student.

MRFs are always available in the Housing Office, even outside of normal operating hours.

Maintenance Personnel

Students are not required to remain in their apartment when issues are handled by the maintenance staff but they will still receive advance warning of an appointment. Residents who have concerns about the performance of the maintenance staff are asked to report these comments in writing to the Housing Office (housing@johncabot.edu).

Fines and Fees

Routine maintenance is included with Housing. All damages caused intentionally or unintentionally, by failing to follow instructions, or by vandalism will result in the student being charged for the full cost of the damage and, if applicable, a fine or fee. A list of maintenance fines and fees can be obtained from the Maintenance personnel in the Housing Office. Additionally, more information can also be found in the Housing Contract.

QUIET STUDY AREA IN THE GIANCOLO RESIDENCE

A 24/7 Quiet Study Area will be available on the ground floor for all Gianicolo Residence residents. This is a quiet space for study where talking, internet voice chatting of any form, group work, etc., are not permitted at any time. Due to the limited available space, a resident who is not using the space productively may be asked by other residents for his or her seat. The Quiet Study Area is a communal space. The furniture should

not be moved or relocated. When leaving the Quiet Study Area, please remember to collect all your personal belongings. Items should not be left unattended with the intention of "saving your spot".

The Housing Office reserves the right to monitor the Quiet Study Area. If an Office representative deems that a resident is distracting from the main purpose of the space, that student could be asked to leave the room. Additionally, residents who repeatedly abuse the Quiet Study Area could lose their privileges to use the space.

RECYCLING AND TRASH DISPOSAL

The Trastevere neighborhood in Rome is a leader in recycling. As per municipal law, students living at the Gianicolo Residence are required to presort all of their trash and recycling. Trash and recycling must be left in the bins provided in the courtyard. The pick-up times for apartments outside the Residence and sorting requirements are posted in apartments near the provided recycling bins. These times are subject to change at any time.

Students who fail to presort their trash and recycling or who do not leave their trash and recycling in the appropriate bins are subject to fines. Additionally, students will be required to pay all fines applied by the municipal recycling agency, AMA. They will be reported by cleaning staff, RAs and Housing staff. A summary of fines can be found in the appendix.

Additionally it is prohibited to drop, throw or otherwise release any objects from apartment windows (this includes, but is not limited to garbage or trash). If more than one JCU apartment has windows, balconies or doors that open onto an area that becomes littered with such objects, all JCU apartments will be held jointly responsible. Such behavior is considered defenestration (see CONDUCT) and sanctions (monetary or community service) will be applied accordingly.

GIANICOLO RESIDENCE CLOSURE AND INTERSESSION

The Gianicolo Residence does not close during academic sessions, even in cases of Italian or American national holidays.

The Residence will be closed during the intersession break between Fall and Spring, during which time residents will not have access to the building. Exceptions to this closure must be directly approved by the Director of Housing and Residential Life.

RESIDENT LOUNGE IN THE GIANICOLO RESIDENCE

The Resident Lounge is used for Residential Life programming and located on the ground floor of Scala A. When not in use by the Housing Office staff for programming purposes, the Resident Lounge is open to students as a place to socialize, work on group projects, etc. Residents may study in the Resident Lounge, though they should remember that the Quiet Study Area may be a more appropriate study space. Standard residence conduct must always be observed when in the Resident Lounge; this room is also under video surveillance. Food and drink are permitted, though the Housing Office reserves the right to revoke this privilege if the space is not properly maintained. Please consult the signs posted on the door of the Resident Lounge for information on when the space is available.

ROOMMATE RELATIONSHIPS

Healthy roommate relationships are based on trust, communication and mutual respect. In order to facilitate these relationships, the Housing Office requires all apartments complete a Resident Agreement

during the first meeting with the RA. The Resident Agreement should serve as a basis for conversation about the shared use of the apartment, and as an opportunity to establish ground rules and guidelines for a successful shared living experience.

ROOM STANDARDS AND INSPECTIONS

In order to protect the quality of life for both current and future residents, the Housing Office expects all residents to maintain their apartments in a clean and orderly manner throughout the session. To this end, the Housing Office reserves the right to conduct periodic announced sanitary inspections.

The Office also reserves the right to conduct unannounced visits and to rely on the cleaning staff to report the condition of apartments that are regularly found in an unacceptable state.

RECEPTION AREA IN THE GIANCOLO RESIDENCE

The reception area serves to provide a convenient option for residents to purchase beverages at any time of the day or night. Please keep in mind that the reception area is located near the Housing Office, the Quiet Study Area and an apartment; excessive noise cannot be tolerated.

Tampering with vending machines is prohibited. The University reserves the right to remove this service if it is abused.

RESIDENTIAL CONDUCT, HOUSING POLICIES, PROCEDURES & SANCTIONS

The Housing Office works closely with the Student Conduct Coordinator to ensure the safety and well-being of the John Cabot University residential community.

Violations of the JCU Housing Policies and Procedures will be addressed through written communication via electronic mail, interventions with individual RAs, meetings with the Housing Associate(s) or meetings with the Director and/or Assistant Director of Housing and Residential Life.

The following sanctions may be issued by the Office resulting from any JCU Housing policy violation:

- Removal of Item(s): Residents found to be in possession of prohibited items will be asked to remove them from the residence halls. Failure to do so could result in a referral to the Student Conduct Coordinator.
- Restitution of Loss, Damage or Service Costs: Reimbursement for actual damage to or destruction of University property, or the property of any person, while in JCU Housing.
- Revocation of visitor sign-in privilege (Gianicolo Residence): The resident loses the privilege of signing in visitors.
- Revocation of alcohol possession privileges: The resident loses the privilege of possessing alcohol, as per the "Alcohol" section of the JCU Housing Policies and Procedures.
- Residential Life Fine: All residents are responsible for upholding JCU Housing rules and regulations as defined in the Housing Contract, the Student Code of Conduct, the JCU Housing Handbook and the Roman Housing Booklet. The following are some of the fines which may be levied in any John Cabot University apartment or residence:

- Service to the Residential Community
- Other sanctions as deemed appropriate by the Office of Housing and Residential Life

Alcohol violation (hard liquor)	EUR 100
Alcohol violation (open container)	EUR 50
Alcohol violation (excess beer or wine)	EUR 100
Assisted Entry	EUR 50
Air conditioning remote (lost; broken chain)	EUR 100
Clogged drain	Cost of repair
Disturbing the peace, up to	EUR 300
Emergency exits (tampering)	EUR 500
Extra cleaning fee	EUR 200
Unauthorized guests	
(Misuse of Gianicolo Residence ID)	EUR 154.90
Failure to presort trash and recycling	from EUR 341
Fire extinguisher (abuse)	EUR 200
Food left in refrigerator after check-out	EUR 50 per resident
Furniture (extra) left after check-out	Cost of removal
Garbage left in apartment after check-out	EUR 50 per resident per bag

ID (forgotten, temporarily lost)	
- 2 nd – 3 rd offense	EUR 10
- Every offense after 3 rd	EUR 25
- Replacement ID	EUR 25
Keys: Afterhours lock-out, lender fee	EUR 25
Keys: Missing during session	EUR 300
Keys: Missing tag during session	EUR 50
Keys: Missing tag at check-out	EUR 300
Keys: Not returned at check-out	EUR 300
Linens (missing/damaged)	Cost of replacement
Mattress (missing/damaged)	EUR 150
Misuse of Emergency Number	EUR 100
Overnight guest, up to	EUR 1549.39
Physical damage to Premises/Furniture	Cost of replacement/repair
Smoking, up to	EUR 250
Stove cleaning needed after check-out	EUR 50 per resident
Visitor (late check-out)	EUR 100

Any other fine as deemed appropriate by the Office of Housing and Residential Life

If a violation of any policy occurs and no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment. A hold will be placed on the resident's account and his or her transcript will be blocked until all payments have been made.

Additionally, the Office may issue a Residential Warning or Residential Probation. Failure to abide by and/or follow through with any sanction issued may result in a referral to the Student Conduct Coordinator. The University's Dean of Academic Affairs does have the right to remove students from the Residence in the case of a serious Housing violation.

RESIDENTIAL WARNING

A resident will receive an official written statement, communicated by electronic mail, indicating the infraction that has taken place. Any additional violations of JCU Housing Policies and Procedures or the Student Code of Conduct may lead to more serious sanctions.

RESIDENTIAL PROBATION

Probation is a more severe sanction than a Residential Warning, and includes a definite period of observation and review during which time students are expected to uphold the University Code of Conduct and JCU Housing Policies and Procedures. Future violations will result in a referral to the Student Conduct Coordinator.

When the Housing Office deems that an infraction merits a sanction more serious than Residential Probation, the Office will refer the case to the Student Conduct Coordinator directly, who will consider the following sanctions:

- Imposition of fine
- A mandatory payment of a specific sum of money imposed as sanction for an offense

DEFERRED RESIDENTIAL SEPARATION

A Deferred Residential Separation is a definite period of observation and review. If a student is again found guilty of violating JCU Housing Policies and Procedures, the Student Code of Conduct or an order of the Student Conduct Coordinator during the specified period, immediate separation from JCU Housing and termination of the Housing Contract will take place. A student whose JCU Housing Contract is terminated in this manner will be held responsible for the full cost of the residence hall space for the remainder of the academic session.

RESIDENTIAL SEPARATION

The JCU Housing Contract can be terminated due to violations of the policies listed in the Student Code of Conduct, the JCU Housing Policies and Procedures or violating an order of the Student Conduct Coordinator. A student whose JCU Housing Contract is terminated in this manner will be held responsible for the full cost of the residence hall space for the remainder of the academic session.

The Student Conduct Coordinator can also issue any other disciplinary sanction as detailed in the Student Code of Conduct.

APPEAL PROCESS

Residential Life Conduct sanctions can be appealed in writing to the Director of Housing and Residential Life, who can choose to modify the sanction or, after analysis of the case, take no further action.

AN ALPHABETICAL LISTING OF IMPORTANT POLICIES AND PROCEDURES

ALCOHOL

The Housing Office seeks to provide student housing that encourages a healthy and positive living experience in accordance with the University's mission. The consumption of alcoholic beverages should not interfere with the mission of the University or daily university life. Consumption of alcohol should be consistent with residence policies, the University Student Code of Conduct, and should also be respectful of the rights of those students who choose not to participate in the consumption of alcoholic beverages.

As stated in the John Cabot University Student Code of Conduct:

“Any student who is under the influence of alcohol and causes a disturbance in public or on University property, destroys or damages any property as the result of alcohol use, or is hospitalized as a result of alcohol is subject to fines, removal from JCU Housing, suspension, or dismissal from the University.”

Furthermore, the abuse of alcohol is defined as any use of alcohol that results in complaints from other residents, RAs, University staff, or neighbors; or that is accompanied by behavior that reflects negatively on the University. Alcohol abuse is subject to sanctions.

Policies Governing Use of Alcoholic Beverages in JCU Housing Student Apartments

- I. Hard liquors are banned throughout the premises.
- II. Consumption of beer and wine is permitted in moderation.
 - a. Each resident is permitted to have up to one (1) Liter of beer or wine in his or her possession.
 - i. Possession is defined as alcohol on an individual's physical person or in a physical space pertaining to that individual, i.e., refrigerator, closet, drawer, cabinet, etc.
 - ii. In cases when an excess of alcohol is found in an apartment and no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment.
 - iii. The individual limit on alcohol possession applies to each resident of that apartment. Residents visiting from other apartments and visitors from outside JCU Housing do not have the right to possess their own alcohol.
 - b. Empty bottles and cans could be used as evidence of a violation of these rules, and therefore are not allowed to be kept as a collection in University Housing.
- III. A student may lose his or her right to keep and consume alcohol within JCU Housing (as referenced in Section II) and will be subject to the corresponding sanctions if alcohol is deemed as a contributing factor to any policy violation.
- IV. Alcohol is forbidden in all common areas of the apartment building and in the Gianicolo Residence's immediate area, as per campus rules. This includes the entryway to all JCU Housing apartment

buildings, hallways, elevators, all terraces/courtyards and while students are going to and from their apartments and any of these points.

- V. Consumption of alcoholic beverages in JCU Housing must be done responsibly. The following are examples of irresponsible drinking and are not permitted by JCU Housing:
 - a. Loud and/or disruptive behavior
 - b. Drinking behavior which is injurious to the health and/or education of any individual or community member
 - c. Drinking habits which cause damage to University property
 - d. Being intoxicated and exhibiting inappropriate behavior
 - e. Any form of drinking games
 - i. Ping pong balls, JELL-O shots, funnels and any other items associated with drinking games are not allowed in JCU Housing.

Alcohol Policy Enforcement

- I. Enforcement of the JCU Housing Alcohol Policy includes, but is not limited to:
 - a. Random checks by the security in the main entrance to the Gianicolo Residence and/or throughout any JCU Residence or apartment building.
 - b. Room inspections by RAs or Housing Staff, either:
 - i. At random
 - ii. Upon move-in and move-out
 - iii. During RA rounds (under suspicion of policy violation)
 - iv. Inspections following reports from cleaning staff

Disclaimer: The Alcohol Policy is subject to change by the University's Administration without prior notice.

ANIMALS

Student residents are not permitted to keep dogs and other pets or animals on the property of any JCU Housing Residence or apartment. In special circumstances, and upon authorization of the University administration, dogs and other pets or animals will be permitted inside University buildings only when they are trained guide animals for the blind.

ASSISTED ENTRY

A EUR 50 fine will be imposed in cases where a resident of JCU Housing requires the exceptional service of any JCU staff or provider (including, but not limited to RAs or security personnel) to access entry to any JCU Housing apartment or building. This is considered assisted entry.

BICYCLES, SCOOTERS & OTHER MODES OF PERSONAL TRANSPORT

Bicycles are to be stored in the available bicycle racks in the interior courtyards (where available) and not within individual student apartments or hallways. Bicycles may be chained to designated racks only, and not to railings, banisters, fences, or next to any University buildings.

Scooters and other, non-bicycle modes of transport, are not allowed within the premises of any JCU Housing Residence or apartment. Residents in possession of scooters are responsible for finding their own parking space.

Vehicles parked or locked in inappropriate locations may be removed at the owner's expense. To prevent theft, vehicles should be locked when not in use.

CANDLES, INCENSE AND OPEN FLAMES

Open flames, candles, and incense (whether lit or not) are not permitted in any JCU Housing Residence or apartment. Setting a fire, or using any of the aforementioned items, is grounds for removal from JCU Housing.

CONDUCT

Residents are prohibited from engaging in conduct, in or out of the residence hall, which poses a threat to the health or safety of persons or property, which interferes with the rights or well-being of others, violates a general sense of decorum, demonstrates a lack of proper cultural sensitivity, or which violates the standards or rights outlined in the John Cabot University Student Code of Conduct, the JCU Housing Handbook, or any other applicable law.

DEFENESTRATION

It is prohibited to drop, throw or otherwise release any objects from apartment windows (this includes, but is not limited to garbage or trash). If more than one JCU apartment has windows, balconies or doors that open onto an area that becomes littered with such objects, all JCU apartments will be held jointly responsible. Such behavior is considered inappropriate conduct (see CONDUCT) and sanctions (monetary or community service) will be applied accordingly.

DAMAGE

Residents may be charged for any damage to or loss of University property.

DOOR DECORATIONS

It is prohibited to attach any signs, posters, stickers or other decoration to doors, both within the apartment and the external door to each unit.

DRUGS

In accordance with the Student Conduct Code Alcohol and Drug Policy:

“The use, possession, sale, giving or exchanging of illegal drugs, (as defined by U.S. Law) chemicals for use as drugs or controlled substances are strictly prohibited on all University property, including Housing...”

The presence of drugs or drug paraphernalia will result in an immediate case with the Student Conduct Coordinator and possible involvement of local authorities. The drug policy will be enforced using the same methods outlined in the Alcohol Policy under, *Alcohol Policy Enforcement*.

DRUG PARAPHERNALIA

Drug paraphernalia or items that may be used for illegal drug use are strictly prohibited. Examples of such items include but is not limited to the following: roach clips, bongs, any type of water pipe, or any object filled with water through which smoke is drawn i.e., hookah pipes, shisha pipes, nargila.

ELEVATORS

Tampering with the elevators can pose serious safety problems for all residents. In the event that a student is seen tampering with or vandalizing the elevator in any way, disciplinary action will be taken and damage charges will be assessed.

The maximum capacity for each elevator in the Gianicolo Residence is four people.

The elevator for Scala B has two doors: an internal door and an external door. Residents must wait to hear the bell ring twice after the elevator comes to a complete stop before opening the internal door. Both doors must be closed for the elevator to be used. Please make sure the external door is securely shut when exiting the elevator. Failure to follow this procedure could result in the elevator door becoming blocked.

EMERGENCY DOORS

Emergency doors are closed to protect the safety of the Gianicolo Residence community. Residents who tamper with the emergency doors will be assessed a fine of EUR 500.

UNAUTHORIZED GUESTS (ID SWAPPING)

Students should not attempt to gain entry for unauthorized guests into the Gianicolo Residence. Knowingly deceiving the security guard is strictly forbidden. Students who have given or are suspected to have given their Gianicolo Residence ID to another, or who deceive the guard in any fashion, in order to gain access for another individual into the Residence are subject to the following sanctions:

- Fine of EUR 154,90
- Immediate Residential Probation
- Possible case referral to the University Student Conduct Coordinator

FIREARMS, FIREWORKS AND FLAMMABLE FLUIDS (DANGEROUS SUBSTANCES)

Chemicals, explosives, firearms, fireworks, gases, projectile devices, and other dangerous substances, articles, and weapons are strictly prohibited in and around the residence and elsewhere on campus. Materials such as gasoline, kerosene, etc., are prohibited.

FIRE EXTINGUISHER

Fire safety is taken very seriously at John Cabot University. For this reason, tampering with or misuse of fire extinguishers is strictly prohibited. Abuse of a fire extinguisher will result in an automatic EUR 200 fine and financial restitution of any damage caused by this action. This amount will be charged to the individual resident, when known, or to the floor or Scala of any JCU Housing Residence or apartment.

FURNITURE INVENTORY AND ARRANGEMENT

Each apartment is furnished with a minimum of the following:

- One bed per student

- Linens and towels
- One desk per student
- Kitchen table and chairs
- Couch or arm chair
- Refrigerator, stovetop, oven, washing machine, and minor appliances

Residents may add additional furniture and appliances to apartments, provided that all roommates have agreed previously. The Housing Office reserves the right to charge a removal fee for any unwanted furniture that is left behind. Please remember that Rome's sanitation services, AMA, imposes procedures and fines for the disposal of all items which are not considered common waste.

The furniture in each space has been carefully arranged by the Housing Office to promote community academic living. Furniture arrangements take into consideration the unique layout of each apartment, as well as the Office's long history of working with undergraduate resident students in Rome. It is prohibited to rearrange the furniture.

If the residents believe that the apartment community would be better served by a different furniture arrangement, it is their responsibility to communicate that to the RA, who will then bring the matter to the Housing Office for consideration.

GATES, LEDGES, TERRACE AND WINDOWS

Residents are not permitted to use or access any of the Gianicolo Residence's ledges or terraces. Furthermore, climbing, hanging from or scaling any gates and exterior walls is not allowed. At no time should a resident sit on a window ledge, extend his or her arm or other body part outside of a window, or shout from a window. Such behaviors are considered inappropriate conduct as well as dangerous (see CONDUCT) and sanctions will be applied accordingly.

ORGANIZED GAMBLING

Organized gambling involving monetary exchanges among residents is disruptive to the JCU Housing Residence or apartment environment and is prohibited.

ILLEGAL RESIDENCE MOVES

Illegal residence moves are defined as moves or room swaps made without direct approval by the Housing Office. Illegal moves will incur a sanction.

INTERCOMS

Given that the Gianicolo Residence has 24/7 security and that guests are not allowed to enter the building without a resident as a host, the intercom system for each apartment has been disabled. The condition of the intercoms is surveyed before and after each session. Any damage to the intercom will be addressed with a fine. For JCU apartments outside the Gianicolo Residence, proper conduct (i.e., only ringing one's own apartment) should be exercised with respect to the building's intercom system (where applicable).

NOISE POLICY – QUIET HOURS

In accordance with Italian Law, Quiet Hours are from 13:00-16:00 and from 23:00-07:00. During these times, there should be no excessive noise within any JCU Housing Residence or apartment. Any volume of noise that can be heard out of a window or throughout the building is prohibited at all times of the day. Violations will be considered as “disturbing the peace.” (See list of Residential Life Fines.)

PHYSICAL VIOLENCE

Physical violence, verbal abuse, and obscene or harassing telephone calls are forbidden. Residents engaging in such behavior will be subject to removal from JCU Housing.

POSTERS AND OTHER WALL DECORATIONS

Posters and other wall decorations are not to be hung on the walls of apartments or anywhere else within any JCU Housing Residence or apartment. Residents are responsible for completing an Apartment Condition Report upon move-in and any damage to walls will be assessed and charged accordingly upon move-out.

Posters, pictures and other decorations can, however, be attached to bulletin boards when they have been installed by the Housing Office within the apartment.

ORGANIZATIONS

Student Organizations may not set up stands to represent themselves within the residence unless previously approved by Student Services.

OVERNIGHT VISITORS (GUESTS)

In compliance with Italian Anti-Terrorism Laws, overnight visitors are not allowed under any circumstance in JCU Housing.

PAINTING

The painting of bedrooms, common areas and hallways is prohibited.

PUBLICITY

Any and all items to be distributed, hung or posted must be previously approved by first the Student Services Office and then the Housing Office. These items include, but are not limited to: brochures, business cards, flyers, leaflets, pamphlets and signs. Furthermore, all publicity items must be limited to their designated areas, i.e., Housing and Residential Life Office, the Gianicolo Residence student lounge, approved bulletin boards, etc.

RESPECTING PRIVACY

Videotaping, photographing or audio recording residents without their permission is prohibited. In addition, unauthorized or inappropriate use of photographs, videotapes or recordings of other residents is prohibited.

SECURITY GUARDS AT THE GIANICOLO RESIDENCE

Residents should not socialize with the security guards at the Gianicolo Residence or otherwise distract them from their duties.

SHARED RESPONSIBILITY

In cases of damage to University property or conduct where no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment.

SMOKING

Smoking is strictly prohibited in all JCU Housing Residences or apartments. Smoking is banned on the premises of the Gianicolo Residence, including the Courtyard. Given that the street-level windows of the Gianicolo Residence pertain to private residences; the Office of Housing and Residential Life; and the Quiet Study Area, residents are prohibited from smoking on the street directly in front of the building. Smoking is strictly prohibited in all JCU Housing Residences or apartments.

SOLICITATION

Solicitation is defined as any activity that seeks to entice or gain support from students at John Cabot University for outside vendors. The residence facilities cannot be used for commercial enterprise.

SPORTS EQUIPMENT AND HALL SPORTS

The use of sports and recreational equipment (such as Frisbees, Rollerblades, skateboards, soccer balls, basketballs, tennis balls, etc.) is not permitted in University residences.

GYM IN THE GIANICOLO RESIDENCE

The terms and conditions of the use of the gym are under the jurisdiction of Student Services.

STANDS AND TABLES

Residents are not permitted to set up stands and tables without prior approval from the Housing and Residential Life Office.

TERRACE

Residents are not permitted to use or access to the building's terrace or any stairwell space or landing above the fourth floor in the Gianicolo Residence. The doors to the terrace will remain locked at all times, unless an event has otherwise been approved and sponsored by the Housing and Residential Life Office.

VISITORS IN THE GIANICOLO RESIDENCE

Visitors are allowed between the hours of 09:00 and 23:30. Visitors must be accompanied by a host-resident at all times. Visitors should first register with the Security Guard and then leave their identification card (passport, Italian *carta d'identità*, E.U. issued identification card, U.S. drivers license or JCU Student ID). Visitors will be given a Visitor Identification Badge that they should wear at all times.

All visitors must check out with the Housing Office by 23:30 on the same day that they check in. At 23:30, the host-resident of any guest that is not checked out will be charged a EUR 100 late check-out fee. Those remaining IDs will be given to the evening security guard to be collected. The Gianicolo Residence Superintendent will escort them from the premises.

The host-resident assumes full responsibility for the behavior of his or her visitor.

The University reserves the right to block entrance to the Gianicolo Residence to any individual at any time.

VISITORS (MAXIMUM NUMBER)

At any time, the maximum number of people in an apartment may not exceed the number of residents multiplied by three; or two guests per resident. For example, a two-person apartment may have six people total, or two guests per resident; a three-person apartment may have nine people total, etc.

Under no circumstances should the number of people in any apartment exceed fifteen.

All JCU Housing policies and procedures are subject to change without notice.