

## University Life

### Residence Life and Housing General Information

#### *Why is it part of the AUBG mission to live in Residence Halls?*

The mission of Residence Life at AUBG is to promote the personal, social, emotional and physical well being of each student. Integral to an American style liberal arts education is the residential component with a programmatic element included. The residential experience involves the acquisition of skills that can be best developed in a group living/learning environment. Residence hall programs, staffing patterns, and procedures are designed to carry out and support the University mission and assist in creating an environment for this learning to take place. Students who live, work, study and develop together will be more effective in living in the “real world” when they leave the college environment.

#### **Principles of Diversity**

Residence Life believes that diversity is integral to developing a healthy living/learning community. Living with and getting to know people from diverse backgrounds assists AUBG students to throw away stereotypes and work together to achieve common goals. To facilitate a common understanding, diversity refers to people whose ethnic, racial or religious identities, whose gender, sexual orientation, age, or disabilities place them at risk of being consciously or unconsciously, discounted, excluded, abused, or otherwise discriminated against.

#### **Residence Life Staff**

*Resident Assistants (RA), Residence Hall Directors, the Director of Residence Life and Housing, and the Assistant to the Director of Residence Life and Housing, are the key staff to represent student needs and concerns in the halls. Support staff include: Cleaning Staff, Groundskeepers, University Guards, Facilities and Maintenance Personnel, and Dining Services employees. Residence hall staff are University officials charged with upholding all university policies and Bulgarian laws. In this respect, students may not interfere with, mistreat or otherwise abuse and/or undermine a staff member's responsibility and authority.*

*University Guards are stationed at all front desks. There is always someone available to help you. Their job is to check ID cards of people entering the buildings, register guests, be available for student emergencies, work with parking issues and note any suspicious concerns. They report directly to the Director of Campus Security, but work closely with the Residence Hall Directors. See them for any emergencies.*

*Residence Hall Directors are on duty from 3 pm to Midnight on rotating shifts for all 7 days of the week. They are in your buildings to address your concerns. The Skaptopara I Residence Hall Director's office is on the ground floor in room 1101; the Skaptopara II Office is on the ground floor in room 2120; the Skaptopara III Office is also on the ground floor in room 3101. All three Residence Hall Directors are available for emergencies after hours and live in the respective halls. Notify the guards in an emergency and they will contact them, or in a life threatening emergency, contact them directly.*

*Resident Assistants* are students who have been hired based on their maturity level, social skills, enthusiasm and desire to serve the campus community. They have gone through extensive training in teamwork, counseling skills, conflict mediation, diversity awareness, crisis management, programming, and first aid. They live in the residence halls and one or two will live on your floor. They rotate shifts and are on call in their rooms from 9pm until 8 am in each hall. Get to know them! They assist you through counseling, roommate mediation, policy enforcement, planning activities and parties, and help you meet with others on your floor. They organize programs, workshops and activities to help with your stress relief and to enhance your out of classroom learning experiences. You may contact the RA on call through the front desk or at their rooms for assistance. RA selection takes place in the spring semester of each year. There are currently 32 RA's.

*Senior Resident Assistants.* There is a Senior RA in Skaptopara I and II, charged as liaisons between the Residence Hall Directors and the RAs. They are available to assist students who have been unable to resolve their room and/or RA concerns.

*Residence Life and Housing Office Staff:* All other concerns not addressed above should be directed to the Residence Life and Housing Office. It is open M-F from 8 am to 5 pm and is located in Room 1024, Skaptopara I.

### **Skaptopara Residence Halls I , II and III**

*Skaptopara I* has a multipurpose activity room, a gym, music practice rooms, TV lounges, a kitchen, laundry facilities, and a café. In addition to these, the basement houses the offices of Career Services, the Counseling Center, and Residence Life and Housing. Students live in suites of two rooms with a shared bathroom for 6 students or in two-person rooms with a shared bath. Four hundred and thirty four residents live in Skaptopara I.

Four hundred and fifty seven students live in *Skaptopara II* in double or triple rooms. Suites have five students to one bathroom and rooms have two, three or four per bath. It also has a gym, game room, a multipurpose room, and Skappy's Cafe. The offices of the Dean of Students, Athletics and Activities, International Programs, Erasmus and Exchange Programs, and the Learning Services Center (formerly the Advising and Writing Centers) are all located here as well.

*Skaptopara III* has only double rooms and houses 120 students. It has a computer lab, a kitchen, a laundry facility, and a recreation room as well as TV and study lounges on most floors.

### **Breaks and Closing Periods**

During Official University Breaks, (winter and summer) residence halls will close or shut down specific services such as heating or hot water, and or close certain buildings. Only International Students waiting for transportation who have made advance arrangements with their Residence Hall Directors are allowed to stay extra days after the last final exam. They will be billed at a daily rate of \$8.00 per night. Residence Life and Housing reserves the right to reassign students during the breaks to maximize energy conservation.

Before leaving your room for any break you should:

- ` Unplug all electrical appliances (if there is a power surge, your appliances could be destroyed. Also, fires have been caused by lamps left on in rooms).
- ` Clean refrigerators (food tends to mold after several weeks left alone)

- ˘ Remove all food from rooms except unopened boxes and cans. (Please! We know you will not enjoy returning to a smelly, insect infested room)
- ˘ Turn off all lights and unplug lamps
- ˘ Close and lock all windows and doors to help secure your belongings
- ˘ Dispose of all trash outside; do not leave in the room. (You do not want this smell when you return!)
- ˘ Clean your room. If you have an empty bed and will be getting a new roommate, we need to let them know which place is theirs.

Additionally, at the end of the semester, students who are not returning should:

- ˘ Sign up for a check out time with your RA/Residence Hall Director (if you don't sign up and leave without checking out, a \$25 fine will be added to your bill).
- ˘ Go through room inspection with your RA/Residence Hall Director and check off your inventory form.
- ˘ Return all keys, linens, etc. (or be charged for them)
- ˘ Vacate the residence hall within 24 hours of your last final (others are studying for finals too).

Residence hall officials will enter your rooms during breaks to conduct a health and safety inspection. Fines will be issued for unclean rooms. There will be no other official notice of entries during the breaks than the information written above.

### **Common Areas**

A common area is defined as any space other than individual student rooms, i.e. bathrooms, hallways, stairways, lounges, and lobby areas. Individuals causing damage to a common area will be held financially responsible to the Department of Residence Life and Housing and will be billed immediately. When damage occurs in common areas and the individual(s) responsible cannot be assessed, the occupants of the section, floor, or building where the damage occurs will be billed.

Anyone who observes someone damaging common area property should notify the RA or Residence Hall Director.

### **Computer Services**

Each hall has a computer lab where students may do research, write papers or check email. Labs are not for game playing or listening to music. Lab users must respect the rights of other students and noise violations will result in fines. No eating, drinking or smoking is allowed in the labs and you are requested to clean your area when leaving. Please be considerate of others and treat the furniture and the computers in the labs well. In addition to the labs, each room is wired for the Internet services of the University. Students may use this system by registering their computer at the computing office in Skaptopara II or online at <http://occ.aubq.bq> .

### **Contracts and Contract Termination**

Each student living on campus will sign a contract for housing that will be on file in the Office of Residence Life and Housing. Refunds for housing fees are only available through the first week of the semester if the student leaves the University, unless a medical emergency is proven. Refunds are prorated on a daily basis minus the non-refundable deposit. No refunds (including those for medical emergencies) will be given after the first break of the school year. The Director of Residence Life and Housing is entitled to terminate the housing contract of any student found to be in violation of any policies of the Department of Residence Life. Such termination shall become effective upon delivering a written notice to the student, which includes

information of the violations. The termination becomes effective at the time stated in the termination letter, normally three days from the date of the letter. In cases where a student presents danger to a person or property or continues to violate policy, Residence Life reserves the right to remove the student immediately. Contracts terminated for discipline are binding and bills must be paid through the end of the semester, even if the student is no longer in campus housing.

### **DVD's and Videos**

Residence Life and Housing has a collection of DVD's and Videos that are available for check out from the Residence Hall Directors. The Video collection is in the Skaptopara II Residence Hall Director's office, and the DVD collection is in the Skaptopara I Residence Hall Director's office. Up to 3 items are available on a 2-day check-out basis through these offices. Specific hours for check out are posted on the office doors. The patron signs for the items borrowed. This service is for AUBG students, staff and faculty only. A \$2.00 late fee will apply to each item borrowed and not returned on time. Items not returned in good condition will be charged to the borrower for full replacement costs as well as shipping charges from the US. A full listing of current movies is available on the AUBG Web page under Residence Life and Housing.

### **Emergencies/Fire Drills**

In all emergencies students are expected to follow the directions of designated residence hall staff or security guards in the academic buildings. Non-compliance with directions will result in a \$100 fine.

A guard is on duty 24 hours at the residence hall front desk. A Resident Assistant is on duty each evening from 9 pm until 8 am, and a Residence Hall Manager is on duty from 3pm- Midnight. Security guards are on duty in the academic buildings during normal opening hours. **Please contact them in case of emergency or incident violations.**

Evacuation procedures are posted in the buildings. Each student should be aware of where to assemble outside the building with their floor mates and Resident Assistant following any disaster or fire drill. Know the closest exit from your room in the event of emergency. Remember that in the event of a fire your worst enemies are smoke, heat and gases. If you are caught in smoke, use your towel or a cloth to make breathing less difficult, get down on the floor and crawl out. Before opening a door in your evacuation route, smell for smoke and check the door to see if it is hot. Whenever a fire alarm goes off, all students must immediately exit the building. Failure to exit the building will result in a \$100 fine and may result in a hearing before the Conduct Council for actions endangering self or others. Fire drills will be conducted by the Security department at least once per semester. All students must exit the building during these drills. These emergency procedures are for your safety and these and other safety precautions will be discussed with your RA at your first floor meetings.

### **Equipment**

All Residence Hall Equipment and inventory is the responsibility of the individual Residence Hall Director in association with the Security Guards. The AUBG Security office and/or the local police will investigate theft or damage of equipment. Missing items in yearly inventory of student rooms (linens, furniture, etc.) must be accounted for and will be charged to student bills.

### **` Residence Life Equipment**

Residence Life and Housing has equipment for use in its programs which is not available for student, staff or faculty use or for use outside of Skaptopara Residence Halls, such as sound equipment. It may be available use at times within Skaptopara only if staff is available to monitor the equipment.

### **` Club Equipment**

Student Government keeps an inventory of all student clubs and organization equipment purchased through University funds and stores it in their office in Skaptopara I. Missing items are charged to student organization leader's bills or the student responsible for the item. A club or organization will not receive further funding if items have not been accounted for yearly.

Student Government has musical amplification equipment. This equipment is stored in the Student Government room and is available for student use by contacting Student Government. They are responsible for the inventory, repair and loss of this equipment.

### **` Games and Housekeeping Equipment**

Both Residence Halls have items you may check out from the front desk. Sign in with the RA or guard for this service. Items normally available are board games (chess, checkers, Risk, Scrabble, Uno, Scruples, Pictionary, etc.), irons, ironing boards, vacuums, and TV remotes.

### **` Sports Equipment**

All sports equipment is stored in the Sports office located in Skaptopara I. The gym supervisors are responsible for maintenance and check-out. Items not returned at the end of each semester are automatically included in the bill of the student who checked it out.

## **Furniture**

All student rooms have a bed, desk, dresser, wardrobe and bookshelf for each occupant where possible. No University furniture may be taken outside to decks, balconies, terraces, or lobbies unless designed for outside use, i.e. plastic tables and chairs. Please do not block door and window exits with furniture. If you see furniture that has been left outside, please bring it in or notify someone on staff immediately. Please help prolong the life of our equipment. Do not sit on ping-pong or pool tables or put food or drinks on them.

## **Gyms**

All rented gyms and residence hall gyms are available for the use of the AUBG community only. You must show an AUBG ID to the attendant to use the facilities. Non-students and guests may not use the facilities. Students have priority over staff/faculty use, although special times will be dedicated to staff/faculty use. Operating hours are posted at each facility. Gym supervisors are available for assistance when the gyms are open. All gyms are under the direction of the Sports Coordinator, Jason Nedelchev (Office in Skaptopara II, room 2039. Tel. 888-516). Gym use is at your own risk. The University assumes no liability for injury. No gyms will be open without a trained staff member on duty. Maintenance and upkeep of outside use gyms will be according to current contracts, under the direction of the Sports Coordinator. Skaptopara gyms will close during quiet hours if they are disruptive to students living in the adjacent areas.

## **ID Cards**

Your AUBG ID card will provide access to your residence hall accommodation and the main academic building. Carry it with you at all times and do not give or loan it to anyone. Giving or lending your ID card to someone else may result in a Conduct Council hearing.

Lost IDs should be reported to the Residence Hall Director immediately - don't put your roommates at risk. A labor charge plus the cost of replacement of all ID cards and the lock will be billed to the student account for a lost card.

### **Incident Reports**

Incident Reports may and should be written by ANY member of the University community about any incidents or damage on campus. All parties in a conflict/incident are encouraged first to solve the issue on their own or with the help of the Resident Assistants. If they cannot, please report to the Residence Hall Directors or guards for additional assistance.

Students involved in incidents will be asked to sign the report (if possible) as an acknowledgment that they have seen the report. Reports should be handed in to the appropriate Residence Hall Director, the Director of Residence Life and Housing, or the Dean of Students as soon as possible and within 12 hours of the incident.

Incident Reports are available from all Resident Assistants, or at Residence Hall front desks as well as on the AUBG web page. They may also be sent in an email to [Todor@aubg.bg](mailto:Todor@aubg.bg).

### **Inspections and Repairs**

The University reserves the right to enter and inspect residence hall rooms and to regulate the use of the premises in accordance with the University and Residence Hall rules and regulations, and local laws, including fire safety, suspicion of rules violations, and cleanliness.

When possible, 24 hour's notice will be given in writing by posted notices or emails to all students. Exceptions to this notice are made for fire safety, housekeeping issues, and during breaks.

Except in a fire safety emergency, an inspection may not include a search of the student's effects without his/her express consent except by law enforcement officers with the appropriate legal status. Residential staff will inspect each apartment or room before each break prior to the last resident's checking out. If the student fails to get a residence hall staff person to perform the checkout, the room or apartment will be inspected without a resident present, and a fine assessed. All damages within a room and missing items will be charged to the students account.

Residents are held financially and legally responsible during their occupancy for the condition of their individual rooms and assigned items.

### **Kitchens**

There is a designated cooking area in each of the residence halls. Skaptopara I has a kitchen area on the fourth floor of Block A. The Skaptopara II kitchen is on the fourth floor of Block B. Skaptopara III has a kitchen on the third floor. The RA who lives closest to these areas will have the key, equipment, and the reservation schedule. Please contact them in advance to reserve the area.

### **Laundry Services**

Token operated laundry machines are currently available in all residence halls. They are operated by an outside vendor and all concerns (except in an emergency ie: fire)

should be directed to the telephone number listed in the laundry rooms. Please empty pockets prior to use. Laundry and Dry Cleaning services are also available in town.

### **Leave of Absence Housing**

Students who leave the University will not have housing priority when returning to school unless they are requested by a current resident as a roommate during room selection.

Space will **only** be reserved if the student officially notifies the Registrar and the Department of Residence Life and Housing that they are returning, two months in advance of the semester start. They must also be fully registered for classes through the registration process or they will be excluded from their room choice.

(Please note "Storage" section also.)

Students who do not arrive for housing **within the first day of classes** from a leave of absence may be reassigned to a different room unless notice of late arrival has been given to the Director of Residence Life and Housing and approved. Students who have signed a contract and then decide to take a leave of absence must notify Residence Life prior to August 1st to be released from their housing contract obligations. An email to [Todor@aubg.bg](mailto:Todor@aubg.bg) and a follow up to make sure it has been received is sufficient notice. Housing space is tight, so please let us know as soon as possible.

### **Linens**

A pillow will be assigned to each resident and a blanket is available upon request. Damages to these linens will be charged to individual students. All other linens and towels must be provided by the student.

### **Living Off Campus**

As part of the University Mission as a residential campus, students are required to live in University housing for four years. Housing contracts are binding for an entire academic year. Exceptions to this must be requested in writing and are granted for one semester at a time. Approval in writing for exceptions will be given by the Director of Residence Life and Housing.

Currently, students from Blagoevgrad will not be assigned to campus housing.

### ***Married Student and Family Housing***

Family housing is currently not available on campus. Married students who can show documentation are not required to live on campus.

### **Mail Services**

All mail will be delivered to the residence halls daily. Skaptopara mail is delivered under the suite/bedroom doors. All room changes should be prompt to alleviate the mistaken delivery of mail. If you receive mail in error, please return to the front desk for redelivery. Any packages will be at the front desk and a note delivered to your door to inform you of its arrival. Your mailing address on campus is:

Bulgaria  
2700 Blagoevgrad  
(Room number) Skaptopara I, II, or III  
1 Georgi Izmerliev Square  
American University in Bulgaria

Your Name

### **Maintenance**

Requests for maintenance should be made on [www.aubg.bg/repairs](http://www.aubg.bg/repairs) or in the repair request books at the front desk of each residence hall. Making a maintenance request automatically authorizes entry for repair staff to your room.

#### ***Emergency Repairs***

Please report all emergency repairs to the Office of Residence Life and Housing, Residence Hall Director or guard so that appropriate personnel may be called. Emergency maintenance may be made without notice upon authorization from the Office of Residence Life and Housing or Director of Facilities. This is defined as maintenance that, if not made, would immediately and/or substantially damage the room and/or its contents (floods, fire, etc.). Under these circumstances your room will be entered whether or not you are there.

#### ***Routine Maintenance***

Routine maintenance or repair will be made under one of the following conditions:

- ` when 24 hour notice has been given
- ` when resident is present and gives permission
- ` when maintenance has been requested by residents of a room in the maintenance log book at the front desk.

### **Medical Emergencies**

A guard is on duty 24 hours at the residence hall front desk. A Resident Assistant is on duty each evening from 9 pm until 12 am and on call from midnight to 8 am, and a Residence Hall Manager is on duty from 3pm- Midnight. Security guards are on duty in the academic buildings during normal opening hours. **Please use them to contact emergency medical assistance.**

### **Motor Vehicle and Parking Regulations**

Specific University regulations, in addition to national and local traffic laws, apply to all persons (students, faculty, staff, and visitors) operating a motor vehicle at the university.

#### ***Parking***

The parking control program is intended to maintain a reasonable measure of parking control on campus to ensure safety and security for all members of the AUBG community, to keep fire lanes clear at all times, and to provide for a neat and attractive campus by forbidding parking on the sides of roads, on sidewalks, and on lawns. All campus roadways are considered fire lanes unless otherwise posted. Vehicles parked in such a way as to impede fire trucks or other safety apparatus will be towed at the expense of the owner. Motorcycles and mopeds may not be placed or stored in or under residential or academic buildings.

#### ***Registration***

All vehicles that park in any AUBG parking lot must have a "Campus Parking" permit or an approved visitor's permit. All permits are free and may be obtained through the Security Office. Any vehicle parked at AUBG without such a permit will be ticketed and may be towed at the owner's expense. At the time of registration, the owner must present evidence of vehicle ownership and a valid driver's license. Permits may be picked up at the Security Office. All parking permits must be displayed as designated by the Security Office. The student lots on campus are located behind the

Skaptopara II residence hall. City signs indicate no-parking areas, from which parked cars may be towed.

### ***Penalties***

Each ticket is a \$10 fine, and each person can accumulate no more than three violations per academic year. Parking privileges will be revoked after this point and further disciplinary action may be taken including fines for “failure to comply.” Any violation may result in towing. The cost of towing must be paid by the vehicle owner and is determined by the towing agent. Students are responsible for all tickets and fines to their vehicles regardless of who used or parked the vehicle. All tickets either must be paid or appealed within 10 days. After 10 days the right to appeal is forfeited. Fines are to be paid to the cashier in the Business Office. Appeal forms and procedures are available through the Security Office in the Main Building. If a ticket is not paid within 10 days, the fine will double. After thirty days, the Accounting Office will proceed to collect the delinquent bill through approved channels.

AUBG security guards will monitor parking lots frequently. Only those guards have the authority to enforce University parking regulations. They will issue tickets for the following violations:

- ` Parking in a handicapped zone
- ` Parking off pavement
- ` Parking in a fire lane
- ` Blocking traffic
- ` Parking on a walkway
- ` Unauthorized use of designated space
- ` Lack of a parking permit
- ` Parking in a loading zone
- ` Parking in a no-parking zone
- ` Reckless driving
- ` Other violations

### ***Safety and Security for Student Vehicles***

The student in whose name a vehicle is registered with the University will be responsible for any liability or damage claims arising in connection with the possession or operation of the motor vehicle. AUBG is not responsible for any thefts or damage that may occur to an automobile while it is parked on campus. Security guards do their best to watch for suspicious activities in the parking facilities, so students should not be annoyed if a security guard questions them for wandering around a parking lot looking for their car. There are a few things that students can do to prevent problems or aid in rectifying them:

- ` Always lock your car.
- ` Keep a spare set of keys in a secure place away from the car.
- ` Report parking violations to the Security Office.
- ` Report all accidents and thefts to the Security Office.
- ` Be sure car stereos are locked in the car and do not leave valuables in the car.

### ***Towing***

Vehicles will be towed if they are blocking fire lanes, are parked illegally in a handicapped zone, or if the driver has accumulated multiple tickets and/or other violations. All towing and storage fees are the responsibility of the vehicle owner.

## **Musical Instruments**

Musical instruments used in the residence hall can create a disturbance. Practice rooms are available. Residents who wish to play their instruments in the residence halls must go to the appropriate practice rooms in each hall. Keys may be checked out at the front desk. There are two pianos and one drum set available. Practice rooms and instruments are only available until quiet hours begin.

### **Occupancy/Late Arrival**

Initial occupancy **is required** on the first day of classes. Rooms unclaimed after the first class day of a semester will be forfeited and reassigned unless the Office of Residence Life and Housing has received and approved a request for late arrival in writing.

The student agrees to retain occupancy in the residence hall for the entire academic year (fall and spring semesters). Students who have flight or visa problems will be accommodated as necessary, but should be aware that additional charges may apply to early arrival and late stays.

### **Part Time Students**

Part time students (those with under 12 current credit hours attempted) will not be allowed to live in Skaptopara housing, unless space permits.

### **Party Permits**

The main purpose of the residence halls is to provide a living-learning environment consistent with the educational purposes of the University. Party permits for the terraces and common areas may be allowed and will be issued through the Residence Hall Directors. All common area gatherings of five or more people must have a permit and a host who will be the responsible person. Directions and responsibilities for hosting a party are outlined on the party permit.

According to University policy, the only official way to have alcohol at parties or other functions in the residence halls is through a party permit.

All parties, functions, and events **must** end by quiet hours (11pm Sunday- Thursday, 1 am Friday and Saturday).

### **Personalizing your Room**

Please make your room your home away from home, with the following guidelines: Many other students and summer conference guests have lived in your room and many will live in your room after you leave. Please help us minimize remodeling costs after each entry and exit.

Rearrange your furniture as you like, but do not remove any furniture from your rooms. Do not add lounge furniture to your room. Furniture may not be used in a way not intended. (Beds stacked on dressers, etc.) Do not block windows with furniture. Be careful not to damage the walls while moving furniture. Feel free to add a TV, approved appliances, pillows, or approved lamps to your room.

Decorate your walls, but use only materials that do not leave a residue or damage the walls. No nails, wallpaper, glue, stickers, or heavy tape may be used. All decorations visible to the public must reflect the values and mission of the University. Beer, tobacco, alcohol, pornographic or other signs which create an uncomfortable living environment for the community are not acceptable in windows or on the outside of room doors. All signs must be affixed without destroying or leaving residue on the outside of doors.

## **Posters**

Posters are an important part of the atmosphere at AUBG; however, in order to keep the buildings attractive and reduce the costs of maintenance, the following policies are in effect:

- ` Materials to be posted must be approved and stamped with the date when the materials should be removed by the Office of Public Relations for the Main Building or the Office of the Dean of Students for the Skaptopara campus buildings.
- ` Only posters and flyers related to AUBG activities will be approved.
- ` Materials should be posted only on the bulletin boards that are provided or on the stone or glass walls with appropriate, easy to remove tape. No stickers may be posted on any surface.
- ` Sponsors are responsible for removing the posters and tape when the activity is completed or upon expiration of the permit.
- ` Any materials posted on the white painted walls, glass doors, elevators, or brown wood paneling will be removed. Any charge for removal/repair plus a fine of \$20/occurrence will be charged to the individual/organization not in compliance.

## **Power Failure**

The electrical power in Skaptopara is designed to shut off when the fire alarm is activated. The power may also go out due to an overload of the circuits. Please contact the guard if this happens and s/he will call in an electrician. Please have a flashlight available in your room for these emergencies and do not use candles.

## **Refrigerators**

Small refrigerators are available for rent through the Residence Hall Manager. Charges for rent will be split between roommates. Students who return unclean refrigerators at the end of the semester will be billed accordingly. Any student who brings a refrigerator must check it with the Residence Hall Manager to make sure it meets appropriate appliance standards.

## **Roofs and Railings**

Any student who climbs on the roof or railings of University buildings will be removed from university housing and referred to the Conduct Council.

## **Room Changes**

Students are encouraged to get to know new roommates and enjoy the diversity of the experience. When absolutely necessary and after a trial period, room changes may be allowed.

All room changes must be completed within the first 3 weeks after the first day of classes. All room changes) will be made through the Office of Residence Life and Housing. A form will be available in Room 1022, Skaptopara I, which you must have signed by Residence Hall Director(s) involved in the changes. All room, linen and key exchanges and check out/in inventory forms must be officially completed with the Residence Hall Director(s). Housing and safety laws require that Residence Hall Directors have an accurate daily resident listing.

Any time you make a room change, begin a leave of absence, or move at the end of the semester, you must follow these procedures:

- ` Fill in a room change form and have it signed by the Director of Residence Life and Housing and the Residence Hall Director(s) involved,
- ` Clean the room you are vacating,

- ` Sign a room inventory sheet, and
- ` Check out with a building representative.

If you do not follow this procedure, your student bill will be fined \$25.

The Office of Residence Life and Housing reserves the right to make room assignments and reassignments as necessary.

### **Room Consolidation**

All students are expected to have the designated number of roommates for their living space. Whenever you have a free bed in your room, you are not at the capacity of your room. Consolidation is the process of combining persons who are living in these conditions without paying for that privilege or who are deliberately not allowing others to move into their room to meet capacity. Students will not be allowed to live in a room which is under capacity unless the Office of Residence Life and Housing has no one to place there.

During the first three weeks of school. The Office of Residence Life and Housing will immediately fill those places unless you agree to fill that space within 12 hours. After 12 hours, the Office of Residence Life and Housing will assign a new roommate to that space. (Changes will need to be made through the Residence Hall Director).

After the first three weeks of school, students living in this situation will be given 3 days to do one of the following:

- 1) Accept a new roommate,
- 2) Move to another space that fulfills the requirement.
- 3.) Pay a premium price to live in a single, if space is available on campus.

If you choose to do nothing within these three days, you will automatically be billed for a single.

Residence Life reserves the right to relocate students in order to consolidate spaces within the halls.

### **Room Selection**

First year/first time at AUBG students: All new students are randomly assigned housing. They will be given assignments upon arrival at Skaptopara residence hall unless they have emailed [Todor@aubg.bg](mailto:Todor@aubg.bg) or [KStamatova@aubg.bg](mailto:KStamatova@aubg.bg) with a triple request to fill their room prior to August 10 .

*Returning Students:* Room selection for the fall semester is held in the previous spring semester prior to the close of the academic year. A student committee with representatives from each hall decides the room selection procedure. The procedure is usually by seniority and roommate choice.

Residence Life reserves the right to fill any room places that become vacant over the summer months. If students know a roommate will not return, they should notify [Todor@aubg.bg](mailto:Todor@aubg.bg) as soon as possible to fill that space with a friend or we will fill it over the summer with the next student in line.

Students who choose to sign up as a roommate to Resident Assistants do so at their own risk. If the Resident Assistant loses their job or quits over the summer, the new RA has the right to choose their own room (not suite) mates and the original roommates will be reassigned.

### **Room Use**

Students continuing in residence may leave their belongings in their rooms at their own risk during the fall, winter, and spring breaks. No items may be left in rooms from May-August, as the rooms will be used for summer school and conference groups.

## **Security**

University Security guards are available 24 hours per day at the front desk of the residence halls. They do rounds twice an hour. Students should report any concerns to the guards as soon as detected. Local police will handle investigations with the assistance of University Security. Please report any suspicious persons or behavior to the guards. Please walk in lighted areas to and from the residence hall and go in groups to minimize safety concerns.

For any security questions, please contact Ilko Vangelov, Director of Security, at (073) 888-106, or send an e-mail to [ilko@aubg.bg](mailto:ilko@aubg.bg)

## **Storage**

Limited storage of two boxes may be available for the summer months for the students within their residence hall. Storage for students not living on campus or on leave of absence is not available. No plastic bags or other items will be stored and will not be accepted.

A week after the start of each semester the storage rooms will be cleaned and anything left and unclaimed will be donated to the library, the orphanage, sold or disposed of. **Please note: If you think you may be taking a leave of absence, do not leave belongings.**

All items in storage MUST be in cardboard boxes clearly labeled with the student's name, ID number and fall residence hall address. All storage boxes must be checked in through the Residence Hall Director. Once items are put into storage, access to these items will not be available until 3 days before the beginning of fall semester classes. The University and Residence Life Staff are not responsible for items left in summer storage.

## **Study Rooms or Lounges**

Study lounges are available in each building. There are also lounges to watch TV/DVD's, play cards and board games, visit etc. Please straighten lounges and remove all trash after use. Please do not remove furniture from these lounges as it is for all residents' use.

## **Telephones**

Land line telephones are not available in student rooms. Each residence hall has two front desk telephones where students may receive calls. Guard and office telephones are not available for taxi or other services- only for guard emergency use.

Cell phones are also readily available from shops throughout Blagoevgrad

Skaptopara I Student Telephones: 888-512, 888-513

Skaptopara II Student Telephones: 888-543, 888-544

Skaptopara III Student Telephones: 888-573, 888- 574

## **Trash Collection and Recycling**

Students may either take their individual garbage out to the bins in the roadway or leave it tied in bags in any of the lobby trash bins. These will be emptied several times per day by the cleaning staff. If you need additional trash bags, please ask at the front desk. Recycling bins are located in all buildings on campus. Please remember to recycle paper, plastic, metal, and glass. Information on recycling is available in the Office of Residence Life and Housing.

### **TV Lounges**

Each residence hall has a television lounge for public viewing. No pornographic or erotic shows may be shown on these televisions in public areas. The television/VCR/DVD is available 24 hours per day and may be used by leaving your ID with the guard and receiving the remote control. Students may reserve the main TV in advance for a special event through their Residence Hall Director. Local cable TV is provided in the lounges.

### **Water Regime**

During times of drought or the periodic pipe-cleaning regime, water may be limited or unavailable-often without prior notice. The Office of Residence Life and Housing will do its best to notify you in advance of a shortage so you may plan accordingly.

### **Wellness Programs and Activities**

Your Resident Assistants plan a variety of events that will be offered in the Residence Hall this year. Topics may include today's society, exploring your spirituality, physical health, emotional health, intellectual pursuits, cultural events, and vocational explorations. Please be a part of these workshops and join in, learning about yourself and others around you. Let your RA's know what topics are of interest to you! In addition to the wellness programs, your Resident Assistants will plan various activities and parties to help you relieve stress and get to know others.

### **Violations of University Policies**

*(With fines and/or judicial consequences for violations)*

All students are reminded that consideration for others is the basic component of the University community. The resolutions of issues concerning privacy, cleanliness, noise, etc. call for sensitivity to others' needs and appropriate changes in student behavior. Residents are expected to be aware of the effect of their actions upon others and respond appropriately (even before being asked).

Policies and Procedures are provided to maintain an atmosphere conducive to community living in an academic environment. Since the residence halls house individuals with a wide variety of lifestyles, goals, and needs, it is important that students recognize that as in every community, they have the responsibility for constructively enhancing and contributing to the environment. Students are encouraged to learn to understand and appreciate each other's differences. Students are held individually responsible for their behavior and incident reports are written for each incident that must be referred. Each case is dealt with in a fair and consistent matter.

### **Disciplinary Procedures**

As part of their job responsibilities, Residence Life staff members are charged with upholding policies and referring incidents for appropriate sanctions. Alcohol and other drug violations and concerns may be referred to the Counseling Center and/or the Security Office.

Students who violate University policies or endanger people or property shall face campus judicial charges. Violation of these policies is a violation of the contractual agreement you made when you signed your housing contract.

All policies are written for the benefit of the University community and all violations of policy have consequences. The severity of the consequences depends on:

1. Prior disciplinary record, especially for the same infraction.
2. Damage/physical harm/emotional harm to other parties as a consequence of actions or behaviors.
3. Attitude/compliance of the perpetrator towards Residence Hall and University staff.

There are two categories of violations:

1. Fineable violations will be referred to the Residence Hall Director or the Facilities Office for assessment and billing. These violations may be noted while on rounds, fire inspections, or walks-through of the campus. Notification of the student will be made by email and the student will have a week to appeal to the Residence Hall Director. After a week, the billing will be forwarded to the Accounting Office and there will be no appealing the fine. This process should be accomplished within two weeks of the incident or inspection so as not to prolong notification or payments.

Students with two or more fines will be referred to the judicial system for harsher sanctions. Depending on the seriousness of the offense (especially if it involves fire safety or personal injury), judicial violation sanctions will also apply.

Fines in this category include: non approved appliances in room, bicycles inappropriately locked in hallways, exiting through alarmed exits and lounge windows in non-emergency situations, housekeeping violations, improper check out, lounge furniture or plants in student rooms, quiet hour violations, throwing objects from balconies, smoking violations.

2. Judicial violations, including (but not limited to) disruptive behavior, false fire alarms, removing a fire extinguisher, or having firearms and other weapons will be referred to the Director of Residence Life and Housing, the Dean of Students, or the Conduct Council (as appropriate) and incidents will result in warning, probation or other sanctions such as suspension of privileges, community service hours, fines, dismissal from on-campus housing and revocation of contract with no financial refund, or other sanctions as deemed appropriate. Any violation that endangers the lives of others may be cause for immediate suspension or dismissal from the University.

All members of the campus community may fill out an incident report and refer it to the Residence Hall Director or the Director of Residence Life and Housing. Incident reports will be dealt with immediately. Extreme violations may be referred directly to the Conduct Council.

The Residence Hall Directors or the Security Office will handle most violations without recourse to the Conduct Council. Serious offenses may be referred immediately to the Security office, the Counseling Center, local police and/or the Conduct Council.

Fines listed are subject to change.

### ***Appeal Process***

If a student objects to a disciplinary sanction (other than those from the Conduct Council) s/he may appeal within three days in writing to the Dean of Students.

### ***Alcohol***

The following guidelines apply for all functions that involve the consumption of alcohol. Students found in violation of the alcohol policy may face judicial consequences. Alcohol may be consumed in the residence halls as long as all other Residence Hall policies (Courtesy Hours, Quiet Hours, no smoking) are followed. For

gatherings of more than five people, students need a Party Permit (please see section on Party Permits (p.83)

` The common areas in the residence halls may be used for parties, dances, or other amusements with consumption of alcohol only if the Residence Hall Director has granted permission through a Party Permit. An equal number of alcoholic and non-alcoholic beverages must also be served in order to qualify for this party permit.

` At any event where alcohol is present, the host (permit holder) is responsible for obeying Bulgarian law and AUBG rules and policies. If any violation of policy or damage occurs, the host will be held accountable and disciplinary action will follow, through the Director of Residence Life and Housing. Injuries and accidents are also the responsibility of the permit holder. A host is also responsible for all guest behavior while in University facilities.

` No alcohol may be sold within the University facilities in accordance with Bulgarian law. Violations will be referred to the Director of Residence Life and Housing for appropriate sanction.

### ***Antennas and Cables***

Skaptopara is wired for all cables within the rooms. No cables or antennas may be attached to the outside of the building or through windows, hallways or doorways to other rooms. Consequences for non-compliance: cables will be cut and students fined \$10.

### ***Appliances***

Bulgarian and fire safety law forbids heaters and cooking appliances of all types in sleeping areas and bathrooms. Cooking appliances include microwave and toaster ovens. The list of illegal appliances includes tea and coffee boilers, electric heaters (especially with open coils), hot plates, appliances operating on gas or flame, items with high electronic output or those with open electric wires.

Any other appliances (irons, curling irons, hot pots, lamps, extension cords, etc.) in residence hall rooms are subject to approval by the Residence Hall Director.

Students should show appliances to the Residence Hall Director upon check-in for inspection.

If your room is cold, please report it to the Residence Hall Director so that proper adjustments may be made. Do not use space heaters.

Fine for non-compliance is confiscation and \$25. per room.

### ***Balconies/Ledges***

No items may be thrown from balconies. Violations will be referred to the Director of Residence Life and Housing for appropriate sanction. Smoking is allowed on the Skaptopara balconies or decks only where ashtrays are provided. (If students do not use the ashtrays, this privilege may be revoked). For your safety, please be careful while on the balconies

Food, shoes and other items are not allowed on the outside room ledges. Fine for non-compliance, \$25. per room.

### ***Bicycles/Roller Blades***

There are bike racks outside the Skaptopara halls. Students may store bicycles only in these areas, not in the lounge areas, locked to heaters, or in corridors etc. Bicycles may not be brought into bedrooms unless tires are cleaned first and there is space in the room for storage. Fine for violation \$25.

Roller Blades and skateboards destroy the tiles and carpets and are not to be worn or used inside the residence halls. In-line skating and skateboarding along with other floor sports are not allowed in the Residence Halls. Please put on skates outside the building. Students caught in-line skating in the halls (even to and from their room to outside) may face judicial charges and will pay for all damages. Fine for violation \$25. per person.

### ***Damages/Student Care of Facilities***

Damages in residence hall common areas cause an increase in student bills and often interrupt services. Damage will be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happening. Restitution will be assessed for accidental damage and charged to the student's account. Malicious damage is damage occurring intentionally. This is often related to alcohol use, or through disruptive behavior.

Malicious damage charges will be assessed to students involved and possible judicial procedures may follow.

To avoid damage charges in Skaptopara rooms, please note:

- ` No nails, staples, glue etc. may be used on walls
- ` Be kind to the carpets and tile lobby. Do not drag boxes or abrasive things across them.
- ` Do not dry clothing on wood surfaces over the carpeting, or outside your room windows. Use clothing dryers in the bathrooms.

Toilet paper should be put in the trash bins, not in the toilet, so as not to clog the septic system at the Skaptopara campus.

Charges for damage to individual student rooms and doors will be made immediately upon the determination of the cost of repairs or replacement, and will be assigned as follows:

- ` To any individual who accepts responsibility or is found to be responsible for the damage, or
- ` To occupants of a room or area where the damage was done and direct responsibility is not placed.

After room checkout at the end of each semester, a damage bill will be given to the Accounting Office for all missing items and damages to individual rooms as well as group damages. Students desiring to know this amount prior to leaving must speak with their Residence Hall Director at checkout. Students wishing to appeal damage/charges may send a written appeal to the Residence Hall Director within two weeks of the close of the school period.

**All students will be assessed a partial damage charge for unidentified common area damage in the residence halls at the end of each semester. This amount will be charged to each student's account and is not subject to appeal.**

It is the residents' responsibility to care for the condition of their individual rooms and bathrooms. Residents are held financially and legally responsible during their occupancy for the condition of their individual rooms and assigned items. The hall janitorial staff will clean public areas including bathrooms, gyms, computer labs, corridors, and elevators. Please help them in their job by cleaning up after yourself. Theft of or vandalism to University property is prohibited and will be punished severely.

Students apprehended damaging University property will be held financially and legally responsible

Structural modifications to the residence hall facilities or room painting are prohibited.

Students will be assessed the cost of repairing and/or refinishing damaged surfaces resulting from the use of tape, adhesive, tacks, nails, etc.  
No waivers, scholarships, or University funds will be applied for student damages.

### ***Disruptive Behavior***

Disruptive Behavior includes physical or verbal abuse, assault, harassment, threats, excessive noise, destruction, public intoxication and boisterousness. Acts which compromise the physical facilities, the peace, safety and/or health of other residents or compromise the educational purposes of the University, are prohibited. Violations will be referred to the Director of Residence Life and Housing, the Security Office, or to the Blagoevgrad Police for appropriate sanction.

### ***Drugs***

The possession and/or use of illicit drugs and drug related appliances at the University, in residence halls, and off campus is strictly forbidden by Bulgarian Law and University Policy.

Students found to be possessing or using illicit drugs will be removed from campus housing, referred to the Security office and the local police, and are subject to suspension from the University.

### ***Endangering Self or Others***

Any student who endangers or attempts to harm him/herself or others through their actions or behavior may be immediately removed from housing. Cases will be forwarded to the Conduct Council, Security Office, and/or Counseling Services as appropriate.

### ***Firearms, Explosives, Other Weapons and Chemicals***

Firearms, ammunitions, hunting knives, martial arts equipment, and any other potentially dangerous weapons or sporting equipment are not permitted on University property nor in vehicles on campus. The use of or possession of firecrackers, fireworks, gunpowder, fusion caps, primers, chemicals, sparklers or any type of explosives on University property and in any residence facility is strictly banned. Use of candles, matches, tobacco products, and incense is also forbidden.

### ***Fire Safety***

**Any student who causes a false alarm in the Residence Halls will be subject to suspension from the University for endangering the lives of others.** Theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. Students who violate fire safety rules or misuse equipment will be immediately removed from on-campus housing and will be fined \$100.

Students must evacuate the building in case of fire or fire drill. Failure to comply will result in a fine of \$100. Periodic fire drills may be made to promote safe evacuation techniques.

Furniture, decorations, and other items that are easily flammable in the resident's room or public area may be prohibited at the discretion of the Residence Hall Director. Cloth or other flammable materials should not be placed on, over, or near light bulbs.

Ignition of combustible materials for the purpose of cooking, heating, lighting or display is prohibited (including candles and incense).

Smoking in resident bedrooms is prohibited by Bulgarian law and is extremely dangerous. Fines of \$25 for the first infraction will be doubled for each infraction thereafter.

Fire safety inspections without notice may be made in residence halls and student rooms.

Students exiting or entering the building through lounge or bedroom windows or through alarmed exit doors not during an emergency will be fined \$50.

### ***Floor Sports***

"Floor sports" can be classified as playing any outside activity indoors. Residence halls are not to be used for indoor tennis, Frisbee, golf, basketball, in-line skating, skateboarding, or other activities that could be injurious to residents or cause damage. Floor sports are prohibited inside the residence halls.

Fine for violation \$25

### ***Furniture***

University furniture or plants are not to be moved from student rooms or common areas without permission of the Residence Hall Manager. The Residence Hall Manager must authorize dismantling of beds.

No University furnishings may be taken off-campus.

Student room inspections may be periodically made for missing lounge furniture.

Fines will be levied to student accounts when lounge furniture is found in their rooms.

Fine for moving furniture or plants from the lounges is \$10 per person per item.

### ***Gambling***

Gambling which violates any Bulgarian or US law is prohibited in residence halls.

This includes internet gambling in violation of OCC rules. Violations will be referred to the Conduct Council for appropriate sanctions.

### ***Guests / Visitors***

It is the basic right of every student to have privacy in his/her assigned room. No student should at any time feel obligated to relinquish that right. Visitors should be mutually agreed among roommates. Any person visiting the room must have the consent of all roommates, any one of whom may ask the visitor to leave in the interest of preserving privacy.

Residents may entertain an overnight guest in the resident's room at any time for a maximum of two (2) consecutive nights, with all the roommates' consent. There is no additional charge for a guest in a student's room for up to two days. The maximum stay for a guest per semester that moves from room to room to room in University housing is one week. A fee of \$8. per night will be charged after 2 days.

All overnight guests must be registered with the guard and/or Residence Hall Director. Please refer to the section on Registration for complete details. The sponsor of a guest is accountable for the actions of the guest and for the official guest registration. A roommate permission slip for guests is also available at the front desk. RA's should be notified of guests on their floors.

All residence hall staff and University security have the right to refuse entrance or ask guests to leave if they are causing disruption to the community environment. All students must accompany guests in residence halls; guests may not stay unaccompanied in residence hall rooms.

No more than 2 overnight guests will be allowed per night, per room.

Additional rooms for guests are not available in the residence halls.

### ***Harassment, Intimidation, Discrimination***

The above is defined as any action, written or spoken word, sound, or public display of visual material which may make a person or group feel harassed, intimidated, discriminated against, create an inequity for them, or in any way create a hostile or unwelcome living/learning environment. Any action that is violent or presents a clear or perceived danger should be reported to security and residence hall staff immediately. Staff will respond immediately to this danger and protect the victim as far as possible. Any one who interferes with a Resident Assistant in the performance of their job duties could be considered in this category.

Violations will be referred to the Conduct Council for appropriate sanction.

### ***Housekeeping***

Residents are expected to maintain a level of cleanliness in their rooms and the common areas compatible with reasonable health and safety standards. The University reserves the right to establish these expectations for individuals in order to insure reasonable compatibility with roommates as well as health and safety.

Residence Hall staff may enter rooms without notice if a written complaint has been filed concerning health and safety issues in a room.

Students may be given judicial sanctions and/or fines for non-compliance. All damages and cleaning charges will be billed to the student account. Minimum fine \$10. per person in the room.

### ***Pets***

Pets in residence constitute a nuisance and a health hazard and therefore are not permitted. People may have allergies to certain pets. Any pets found in residence must be removed immediately.

Dogs, cats or other stray animals outside the residence hall should be reported to the guards for removal. They may not remain at the halls as they may be a danger to students and may carry fleas, ticks or other insects. Please do not encourage their stay by feeding them.

The fine for violation is \$25.

### ***Quiet and Consideration Hours***

The University has certain fundamental obligations to its residents. Among these is the need to sustain an atmosphere of study and rest for the students within the confines of their rooms. In keeping with the spirit of this objective, certain limitations on student activities are essential to protect the rights of others.

Noise, of whatever nature, that emanates from any students room or common area must not disturb the students in adjacent rooms. Stereos, TV's, and/or Radios may not be played so as to be disruptive to any other room occupant or neighbor.

This provision is 24 hours a day, not just during assigned quiet hours.

***Quiet Hours are defined as follows:*** No sound may emanate from any room or common area during the following hours:

**23:00 until 8:00 Sunday through Thursday**

**1:00 to 8:00 Friday and Saturday and during fall and spring breaks.**

This is applicable to all Residence Halls. Residents in an individual hall may choose to lengthen this time, but no reductions will be allowed.

***Consideration Hours are defined as follows:***

Consideration of others is expected 24 hours a day. Students are expected to respect the needs of other residents; specifically, the need to live in an environment with minimum annoyances to academic pursuits. Residents should curtail at all times social or recreational activities that infringe on others' rights without being asked. This would include musical instruments, loud music, or excessive talking at high volumes at times other than the stated quiet hours.

Students should talk with neighbors about the appropriateness of such activities in order to create a community living environment. If asked by another student or Resident Assistant to abstain from an activity, students should be considerate and cooperate. Judicial charges will be applied if necessary.

***24 Hour Quiet Hours***

Quiet Hours will be in effect 24 hours per day beginning the night before final exam week begins through the last exam.

Fine for violation of quiet hours \$25 per occurrence.

***Registration***

Bulgarian law requires registration with local police of all residents, guests, and overnight visitors within 48 hours. It is the responsibility of the students to register through the front desk upon arrival, and use the correct forms and authorized stamps and signatures.

Bulgarian Immigration police have the right to inspect residence hall rooms for foreign guests and can deport them with a large fine for failure to comply with the law.

***Sexual Harassment and Sexual Assault***

The University has policies concerning sexual harassment and sexual assault. In cases of sexual harassment, please contact one of the sexual harassment Complaint Advisors, whose names are posted at the guard desk in each Residence Hall. In case of sexual assault, please seek help immediately from your Resident Assistant, Residence Hall Director, Guard, or the Director of Residence Life and Housing.

***Smoking***

Skaptopara Residence Halls and all University facilities are smoke-free, non-smoking buildings in compliance with Bulgarian law. Smoking is not allowed in resident's rooms or in residence halls. Balconies, decks, and entrances to the building are smoking areas only where an ashtray is present. Please be considerate and do not leave cigarette butts around or stub out cigarettes on the walls and benches. Fines will be assessed to violators. Hosts of parties where smoking occurs will be charged \$100.

Fines of \$25 for the first offense will be assessed to individual violators. Fines double for each occurrence thereafter. (i.e.: First offense \$25, Second offense \$50, Third offense \$100.)

***Thefts***

The University has no legal liability for thefts. Students should use caution in bringing any valuables to Residence Halls. Please close and lock all doors and windows when not in your room, especially those living on the first floor.

Theft of individual or University property will be handled by the Security Office and the local police. Students should report any concerns to the guards as soon as detected. University Security will handle investigations with the assistance of local police.

Entering rooms assigned to other students or non-public areas such as mechanical rooms, guard desks or other area without appropriate authorization is prohibited. All Security concerns should be directed to Ilko Vangelov, Director of Security, [Ilko@aubg.bg](mailto:Ilko@aubg.bg)

### ***Throwing Objects***

Throwing objects out of windows or from balconies, roofs or decks poses a serious danger and litters the surroundings of the residence halls. Students caught throwing objects will be brought up on charges through the Conduct Council and will be fined \$50 at the outset.

## **Directory of Student Services Offices and Administration**

**For a complete listing, please see the AUBG website**

**Advising Center:** Room 2032, Skaptopara II  
Tel. 888-5292  
Maia Parmakova,

**Career Center:** Room 1028, Skaptopara I  
Tel. 888-522  
Ivailo Aksharov, Coordinator. Tel. 888-521

**Counseling Center:** Room 1029, Skaptopara I  
Tel. 888-517  
Zhulieta Tsaneva-Kuzmanska, Clinical Psychologist. 0887-979-756

**Dean of Students:** Room 2043, Skaptopara II  
Tel. 888-518, Fax 883-228  
Lydia Krise, Dean of Students. Tel. 888-520

**Dining Services:** Top Floor, Main Bldg.  
Tel. 888-500  
Olga Draganova, Canteen Manager Tel. 888-108  
Petрана Kostadinova, Cafe Manager Tel. 888-107

**Facilities:** Room 106a, Main Bldg.  
Tel. 888-324  
Lyudmila Dzakova, Director. Tel. 888-323

**Health Center:** Room 10, Main Bldg.  
Tel. 888-208  
Dr. Ventsislav Daskalov, Director, Tel. 888-207

**International Student Services:** Room 2051, Skaptopara II  
Pavlina Pavlova, Coordinator, Tel. 888-519

**Residence Life and Housing:** Room 1022, Skaptopara I

Tel. 888-514  
Todor Kehayov, Director. Tel. 888-515

**Skaptopara I Guards: Front Desk**  
Tel. 883-184

**Skaptopara I Office: Room 1101**  
Tel. 888-530  
Radosveta Miltcheva, Residence Hall Director

**Skaptopara I Reception Desk**  
Tel. 888-512, 888-513

**Skaptopara I Resident Assistants**

<i>Name</i>	<i>Room Number</i>
Aleksandar Rakshiev - Senior RA	1219
Mariya Atanasova	1329
Sergiu Barajin	1419
Lilyana Boneva	1416
Dilyana Gramadarova	1427
Georgi Ivanov	1521
Panayot Ivanov	1130
Todor Kostov	1302
Tetyana Naidukh	1216
Dobri Nichev	1116
Ina Peneva	1316
Kendresa Sjuleimani	1318
Xhensila Rekaj	1227
Lydmila Uzunova	1335

**Skaptopara II Guards: Front Desk**  
Tel. 883-186

**Skaptopara II Office: Room 2120**  
Tel. 888-542  
Ilko Drenkov, Residence Hall Director

**Skaptopara II Reception Desk**  
Tel. 888-543, 888-544

**Skaptopara II Resident Assistants**

<i>Name</i>	<i>Room Number</i>
Anton Tonev - Senior RA	2322
Iris Buzi	2145
Lyuben Dimitrov	2107
Azamat Erikov	2423
Raman Faminou	2207
Lorena Gaushaj	2228
Elena Ilieva	2307
Angel Ivanov	2328
Ah Se Lee	2407
Nataliya Listapad	2130
Ergys Ristani	2245
Biliyana Vacheva	2522

Elitsa Vacheva 2345  
Valeriya Yordanova 2432

**Skaptopara III Guards: Front Desk**  
Tel. 883-225

**Skaptopara III Office: Room 3101**  
Tel. 888-572  
Iliyan Stamatov, Residence Hall Director

**Skaptopara III Reception Desk**  
Tel. 888-573, 888-574

**Skaptopara III Resident Assistants**

<i>Name</i>	<i>Room Number</i>
Apostol Apostolov	3601
Boyan Barnev	3402
Anna Ceachirova	3301
Valya Nadova	3202

**Security: Room 108a, Main Bldg.**  
Tel. 888100; 888105  
Ilko Vangelov, Manager, Tel. 888-106

**Sports and Recreation: Room 2039, Skaptopara II**  
Yasen Nedelchev, Coordinator. Tel. 888-516

**Student Government: Room 1031, Skaptopara I**  
Tel. 888-528