



# Guide for Living On Campus

North Carolina A&T State University

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NC A&T State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, sexual orientation, or disability. An equal opportunity/affirmative action employer, which accommodates the needs of individuals with disabilities.

Welcome

**We are glad you have decided to experience living on campus with Housing and Residence at North Carolina A&T State University.**

Housing and Residence Life promises to be one of the most memorable and rewarding aspects of your university career. It is a unique and valuable experience that will serve as a special part of your education. Housing and Residence Life, provides you with an opportunity to establish new and long-lasting friendships with a wide variety of people. It also provides an environment in which you can gain academic support and grow as an individual.

This handbook will help you get the most out of your Housing and Residence Life experience. It covers the basics of community living, like how to get along with a roommate and other residents and what to bring with you when you move in; how to take advantage of all the services provided in the residence halls; where and when to eat on campus; and, of course, the rules and regulations for residence hall living.

This handbook and your Housing and Residence Life Contract serve as legally binding lease terms and conditions. By signing the Housing and Residence Life Contract, you have agreed to abide by all the rules, regulations, and policies stated in the Contract and in this document.

Throughout the year, Housing and Residence Life staff will work hard to bring you the very best in activities, academic programming, support, and fun. *If you use this handbook as a guide, you will reap the benefits of Housing & Residence Life and have a successful and rewarding experience at NC A&T.*

***Please note:*** NC A&T's operation of residence halls is financially self-supporting. No state, university, or tax monies are received to defray operating costs or debt service expenses. Residence hall revenue is generated from room payments.

**Please view the Housing Contractual Agreement here: [Student Housing Contract](#).**

## **Who's Who?**

Moving into a new community and a new way of living can be a challenge, but there are plenty of people around to help make your transition as smooth as possible.

### **Residence Hall Directors (HDS)**

Residence Hall Directors are full-time, professional administrators with or pursuing a Master's degree in College Student Personnel or related fields. Hall Directors have the duty of training and supervising Resident Assistants and Graduate Hall Director's. Their primary responsibilities include: coordinating hall programming, advising hall councils, adjudicating student conduct violations; interpreting and enforcing policies and regulations of the University for the Residence Halls. They assess needs of the hall for maintenance issues and safety concerns. They interact with students, staff, university departments, and other organizations to promote an environment conducive to social and intellectual growth. Some Residence Hall Directors even live in the residence halls to better serve residents.

### **Graduate Hall Directors (GHDs)**

Graduate Hall Directors are live- in graduate student's pursuing Master's degrees in various fields. Graduate Hall Directors are responsible for administrative operations; student leadership development; assisting with programming; advising a Hall Council; responding to conflict, weekly office hours, and emergency situations and serve on a University Committee. Graduate Hall Directors assist in supervising RAs while interacting with students, staff, university departments, and other organizations to promote an environment conducive to social and intellectual growth.

### **Resident Assistants (RAs)**

Resident Assistants are responsible student leaders who are employed by Housing and Residence Life to develop caring and meaningful relationships with each student in their community. RAs are assigned to each floor of the residence halls, and work to create a developmental and supportive environment where students feel comfortable discussing their problems and concerns. RAs are also trained to address conflicts, respond to emergencies, and keep students aware and informed of policies and activities.

In addition, RAs promote student learning by providing informative and collaborative programs. These programs address the varied needs of each student and inform and connect students to the many resources on campus.

You should expect your RA to:

1. Know your name and to get to know you
2. Act as a role model and lead your community
3. Help create a sense of community and mutual respect
4. Promote the acceptance of diversity and inclusiveness
5. Support and enforce all university policies and procedures
6. Confront behavior that disrupts the community
7. Respond to problems and help you to solve your problems
8. Develop programs that are both informative and fun
9. Act as a referral agent for students
10. Keep you connected to student life and campus activities at North Carolina A&T State University

You should not expect your RA to:

- Be available twenty-four hours a day
- Wake you up for class
- Solve your problems for you
- Be your personal or professional counselor
- Never make mistakes
- Ignore policy violations

**Peer Mentors (PMs)**

Peer Mentors are student staff of Housing and Residence Life's Academic Retention and Student Success Program. These students maintain a visible and dynamic presence within residence halls and foster an environment that encourages academic and personal development. Peer Mentors heavily encourage active and participatory involvement in the academic life of the campus. They serve as a peer resource and liaison to personal and academic campus resources. These students work individually and collaboratively to assist first year students in their transition from high school to college and further provide advisement and academic assistance to all students living in campus residence halls.

**Facilities Staff**

Housing & Residence Life employs university Facilities Services staff to clean and maintain the residence halls. University cleaning staff works during the daytime hours, with a reduced weekend workforce.

**Administrative Staff**

Housing and Residence Life employs professional full-time administrative staff that supports all the operations of the department. The Administrative staff works primarily during normal business hours 8am-5pm Monday thru Friday, however, you will regularly see administrative staff at housing programs and they will always be available during emergencies.

## **Respect and Courtesy**

**A Spirit of Respect**

The residence halls of NC A&T are a multicultural community of individuals. Our students and staff are of diverse racial, cultural, and class backgrounds. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ. We are unique in that we strive to work and live together and, in the process, learn from one another in an atmosphere of positive contact and mutual respect. We are committed to promoting behavior that demonstrates our beliefs about the respectful treatment of each member of our community.

The residential community is a special place. It is a community designed to foster freedom of thought and unconventional, even uncomfortable, opinions. It attempts to provide an environment for inquiry in which innovation and creativity are nurtured.

Campus residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Residents must be aware of the differences that exist in the residential community to avoid actions that belittle other groups or individuals. Bigotry has no place within the NC A&T residential community, nor does the right to denigrate another individual on the basis of age, physical challenge, national origin, sexual orientation, race, political affiliation, gender, or religious affiliation. Verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of the residential community will not be tolerated. Likewise, we will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

We must all aspire to an ideal of openness, not only to allow people to be different, but to recognize that diversity is the virtual core of campus life.

### **A Spirit of Courtesy**

Members of the residence hall community share certain goals, some of which include academic accomplishment, friendship, and a sense of belonging. While living on campus, it is essential that individuals respect the rights of their fellow residents, including the rights to privacy, property, study, and rest, and to equal access to facilities common to all.

It follows, then, that the spirit of residential community is one of mutual respect and cooperation. Each resident has the right and obligations not only to be responsible but to remind fellow residents of their responsibilities should their behavior not meet reasonable standards. It would be impossible to create policies for every facet of residence life; therefore, a spirit of common courtesy and respect for others should be maintained at all times. Each resident must be willing to contribute to an atmosphere conducive to community living, study, and sleep. Consideration for other residents must be shown at all times.

### **Living with a Roommate**

Healthy roommate relationships are only one piece of the Housing & Residence Life experience – a very BIG piece. The purpose of this section is to help you develop a positive relationship between you and your roommate. In it you will find conversation starters, tips for making it through the good and not-so-good times, and helpful tidbits of information collected from higher education professionals. There are several tools that you can bring with you to campus that will help you and your roommate kick-off the school year right.

Some of these tools include:

- Respect
- Flexibility
- Trust
- Willingness to communicate

### **A Compromising Situation**

Many students have never had the chance to share a room with another person, while for others, a room to themselves would be an oddity. Sharing a living space requires flexibility, consideration, and effort of each roommate. You can get to know your roommate by discussing some of the following before they become an issue:

*I assert myself in situations where... I feel taken advantage of when...My definition of compromise is...*

To create and maintain a healthy roommate relationship, it is imperative that communication begins at the beginning. Living with another individual is a challenging situation for many people; however, a little extra effort can limit the number of confrontations later.

You and your roommate should begin to learn about one another as soon as possible, and answers to the following questions are a great place to start:

1. Where are you from?
2. Do you know what your major will be?
3. What kind of work are you hoping to do?
4. What do you like to do in your spare time?
5. What are you looking forward to here at NC A&T? What things make you a little nervous?
6. Are you a morning or a night person? What time do you like to go to bed? Wake up?
7. When and how do you like to study?
8. Have you ever shared a room with another person?
9. What do you think are the most important things that we can work on to help us get along as roommates?

Once you have made it to campus and you and your roommate are alone in the room, talking about the following issues will help you “settle” in:

Arranging the room. Take this step together when you first move into the room so that you both feel like you belong in the room. Remember, the room can always be rearranged later to keep things “new.”

Using each other’s things. Discuss what things are OK to borrow and which items you would rather keep to yourself. Include clothing, CDs, food, video games, and computers.

### **Communication Tips**

A breakdown in communication is the most common problem for roommates who are unable to get along. Use the following strategies to help avoid possible arguments or confrontations:

- Talk it out. Sooner or later, an issue is bound to come up that frustrates one of the roommates. Make the commitment to work disagreements out verbally between the two of you. Keep all the issues “on the table” and avoid going behind one another’s back
- Agree to disagree. Roommates don’t have to be mirror images of each other. It is important to remember that you are each your own individual. Being different from one another is what makes the experience beneficial to both roommates. Choose to respect one another’s perspectives and ideas. Remember that there is more than one way to look at an issue
- Leave messages. As roommates, you will rely on one another for contact with people outside of your room. Decide where messages will be left for one another. Include phone messages, dry- erase board messages, and messages from visitors

### **Helping Hands**

Life at college can have its rough days, which sometimes turn into rough weeks. Your roommate may experience difficulties and your automatic response may be to jump right in and help. However, it is important to recognize your limitations when it comes to helping. You should make sure that you are doing what is best for both you and your roommate.

### **Academic Difficulty**

Is your roommate sleeping through classes? Does he or she put homework to the side when social opportunities arise? Or, is he or she obsessed with grades and become upset when a bad grade is achieved?

### **Struggling with alcohol and other drugs**

You may have noticed your roommate coming in late at night or on several nights. Has your roommate begun hanging around with a new crowd of friends? Does your roommate seem to be in an altered state at times? Have you seen drug paraphernalia around the room? Is alcohol becoming a “normal” part of your roommate’s life?

### **Depression**

Is your roommate sleeping a great deal during the day? Does your roommate cry frequently or ever mention harming himself or herself?

### **Family Issues**

Does your roommate dread going home for the weekend or for breaks? Has your roommate ever mentioned to you anything about family abuse at home? Have you overheard fights on the phone with people at home?

Unfortunately, there is no one cure-all that can fix any of the above situations or any others that may come up. The most important thing to remember is that you have resources in your hall as well as across campus. Don’t get in over your head. Get to know your RA, GHD and your Hall Director, and ask him or her to help!

### **Roommate + Roommate = Friends?**

There is a myth out there that says that college roommates must be the best of friends. This is not true. Mere acquaintances can make the best roommates as long as the lines of communication are established and there is mutual respect. If you and your roommate are not best friends, don't worry. It most likely means that you each have found people with common interests in other areas. Remember that you are both trying to meet new people and make new friends on campus.

### **Put It All Together**

College roommates may turn out to be the best of friends or may part ways and head off in their own directions, regardless of the differences between you and your roommate's experiences, there are bound to be unforgettable moments that the two of you will share for the rest of your life. It is important to remember that the differences among people are what make our experiences memorable. You will soon find that different people can become compatible roommates.

✿ A little effort, respect, care, and tact, plus an open mind, can help you increase your chances of creating and maintaining a strong roommate relationship.

### **Safety First!**

Sharing your room with someone also means sharing responsibilities. Foremost among these are ensuring your personal safety. Each of you may have your own idea of what "being safe" means. Therefore, we ask you to discuss the following points:

- Locking the room
- Expectations for guest and visitor behavior
- Sharing and posting passwords and number codes
- Carrying your keys/id card at all times
- Following the policies outlined by Housing & Residence Life.

## **Practical Planning**

The [Move-in Guide](#) is posted on the Housing and Residence Life website. The guide includes move in dates and times for New Students and Continuing Students. Prior to move-in students will receive correspondence with notice of their room assignment; the name and email address of your roommate. Room assignment information will also be assessable online through the student's [My Housing Portal](#). We encourage you to contact your assigned roommate before you pack so you do not end up in a room with two televisions and no stereo. Try to collaborate with your roommate as space is limited.

Each room is furnished with bed frames and mattresses, two desks and chairs, closet/wardrobe space, and dresser space... Please do not pack any items to hang on doors. Computers, televisions, stereos, CD players, radios, and desk lamps are all fine to pack. All residence hall rooms feature cable television service, so you will need to provide a cable-ready television or DVD/VCR unit and a cable cord to connect your TV. Storage space in your room is limited. Consult the list that follows before you pack.

### **Suggested Items to Bring/Prohibited Items**

Housing & Residence Life provides microwaves and refrigerators in each room. **Personal microwaves or refrigerators are not allowed, refrigerators for medical requests must be verified through Veteran and Disability Support Services or Student Health Center.**

[View Suggested Items to Bring/Prohibited Items](#)

Please read the instructions for any products you may use in the residence halls. A products guarantee does not excuse students of being held responsible for damage to University property. The list of items is a suggested list and does not exempt student of any property damage caused by their use of said product.

### **ITS: Your Campus Connection to the Internet**

ITS, NC A&T's computer network for on-campus students, allow you to connect your personal computer to the Internet through Wi-Fi or Ethernet ports located in each residence hall room. The ITS connections provide fast, unlimited access to NCA&T's email and the Internet. Each room has two ITS Ethernet ports that can be used at no additional cost when you arrive on campus. There is one Ethernet port for each student. Most have wireless laptops will have wireless internet capability. Students can set-up their computers by following the prompts on the ITS website under Services for Students. If you have questions please visit our web page for more information: <http://www.ncat.edu/divisions/its/dept/ats/index.html>. Aggie Tech Support (ATS) staff is available to help students with a variety of installation, configuration and functionality of their computers and computer systems.

### **How Can I Eat?**

Every student residing in campus housing must have a meal plan. Campus Dining serves up variety, convenience, and taste in all campus restaurants. For a well-balanced Campus Dining experience, NC A&T offers an all-you-care-to-eat dining hall (no take-out allowed), and retail locations, for a complete listing of meal options and availability visit <http://www.ncatdining.com/> for specific information about meal plans including selection or call Campus Enterprises at 336-334-7876.

### **Housing Rewards and Incentives**

#### **The Aggie Buck Program**

This program allows students to obtain Aggie Bucks printed in \$5 and \$10 denominations. Aggie Bucks are not transferable and cannot be combined with other residents. Aggie Bucks are only redeemable through Housing and Residence Life Academic Retention and Student Success Program.

#### ***\$10 Aggie Bucks***

Students can obtain a \$10 Aggie Bucks for:

- ❖ Attending Major Programs hosted by the Sub Committees within the Academic Retention and Student Success Program.
- ❖ Fully Register with Career Services – Murphy Hall
- ❖ Get Your “A” Over Here Program. Get an “A” on tests, major projects, or paper (more than 3 pages). Redeem grades with Peer Mentor in your Residence Hall during office hours.

#### ***\$5 Aggie Bucks***

Students can obtain a \$5 Aggie Bucks for:

- ❖ Attending programs hosted by Peer Mentors: minor programs within residence halls and regular Sistah Circle and M.A.L.E.S. Programs
- ❖ Get Your “A” Over Here Program. Get an “A” on a quiz or paper (3 pages or less). Redeem grades with Peer Mentor of your
- ❖ Residence Hall during Peer Mentor office hours.

**Redemption:** occurs near the Beginning of the following Spring Semester.

- ❖ Students who collect \$150.00 in Aggie Bucks can redeem bucks to bypass the Housing Selection Process for a better chance of securing room choice for the next academic year.
- ❖ Students who collect \$50 or more can redeem for “AGGIE Suds Cards with their Peer Mentor during Office Hours anytime during the semester.

## **Residence Hall Features and Campus**

For your convenience, each residence hall offers a number of facilities, services, activities and opportunities to make your stay at NC A&T more pleasant and enjoyable. Keep in mind, however, that with membership in the residence hall community comes responsibility. You are expected to abide by the regulations that govern life in our residence halls as a means of protecting yourself and your property.

### **Bathrooms**

Residence hall bathrooms are for the use of residents and their guests of the same sex. Housekeepers clean bathrooms regularly (except for suite style rooms). Residents are responsible to do their part in keeping bathrooms clean. No personal items, such as toiletries, carpet, and cooking equipment, are to be left in the bathrooms, laundry rooms, and kitchens.

### **Care and Cleaning of Rooms**

Students are expected to keep their rooms clean. Students will be required to clean their living accommodations should the staff determine that the room or suite presents a health hazard. Scotch tape, staples, adhesive holders, “glow-in-the dark” stars, “blue gooey” tack, screws, brackets, tacks, and nails are not to be used on walls, windows, woodwork, floors, or ceilings. Concrete, cinder blocks and bricks are prohibited from the residence halls because of the potential damage to walls, floors, and carpets caused by their use. Removable poster mounts and removable hooks are suggested for use in residence hall rooms for decorating and can be found at home improvement stores and the University Bookstore.

### **Furniture**

Lounges, reception lobbies, study rooms, computer labs, and other common spaces in each residence hall is equipped by the University for the comfort and convenience of residents. The use of lobby or lounge space for student meetings must be approved by the Hall Director of that building. Furnishings in common areas cannot be moved from those areas. Students who take these items will have disciplinary action taken against them including fines and possible disciplinary prosecution.

Individual room furniture in the residence hall may be rearranged by the residents when it is not built-in. All furniture must be returned to its original layout before checking out of the room. Furniture that is built-in must be left in place. Student room furniture must remain inside the specific room in which it is placed by the university. Residents may not store any room furniture on or off campus. Students who take room furniture from individual rooms will have disciplinary action taken against them, fines up to possible disciplinary prosecution. Lofts and canopy beds are not permitted.

### **Bicycles**

Bicycle racks are provided around the residence halls. For safety reasons, bicycles may not be left on balconies, porches, hallways, stairs, or any other public areas of the building. Students are encouraged to register their bicycles with the department of Parking Services or the NC A&T Police Department.

### **Insurance –Recommended**

Items you bring to college have value which is why we recommend Liability and Personal Property Insurance (Homeowner’s Insurance). The university is not responsible for the actions of other residents or for loss or damage to a student’s personal property for any reason, including but not limited to theft. “Students are strongly encouraged to obtain appropriate property insurance.”

### **Keys**

Appropriate keys are issued to each resident at check-in. Keys received provide access to the respective room or suite entry doors.

A resident’s signature on the Check-in form acknowledges receipt of the keys and an assumption of responsibility for them. During the time keys are in the resident’s possession, they must not be loaned or duplicated. If a key is lost, the resident must pay for a lock core change and replacement of new keys. Report lost keys immediately to the Hall Staff or University Police. Residents should be aware that they may be removed from the residence hall if they give their hall keys to anyone.

When a resident terminates the Housing and Residence Life Contract and moves off- campus, his or her keys must be returned to the Hall Staff within twenty-four hours. When a resident is making a room change, the keys must be returned to the Hall Staff within forty- eight hours. *If keys are not returned as stated, a charge of \$170.00 will be made for the room key replacement and a lock core change.*

### **Laundry Rooms**

Each residence hall has one or more laundry rooms equipped with washers and dryers. The cost of using the residence hall laundry facilities is minimal. To ensure the security of clothes in the machines, we suggest that residents stay nearby while doing their laundry. The laundry facilities are for the use of residents only. Please do not invite your friends over to do their laundry.

### **Lobby**

The lobby is a place where most residents and guests enter the building. The lobbies are natural areas for socializing and special events. Lobby space is, however, limited to the use of residents and their guests.

### **Mail**

You won't have to wait until you're on break to find out what's going on at home or to get care packages. Each resident can apply for a mailbox key and renew it each semester. Mailbox Keys are received through the Mail Center located below the University Bookstore. You should request that money be sent to you as a check or money order instead of cash to ensure its safety. (If you receive a package or certified letter via the US Postal Service) Mail is received daily at the Mail Center and can be picked-up each weekday except for Holidays and scheduled breaks.

**Hours of Operation: Monday through Friday 10:00 a.m. – 5:00 p.m.** Your family and friends can reach you at the following address:

### **Your Name**

**NCAT SU Box #\_**

**1601 E. Market St**

**Greensboro, NC 27411**

### **Maintenance Repair Request**

If you have a maintenance request for repair needed in your room, you can report it to your Hall Staff or submit a [FIXIT Maintenance Request Form online](#). Leave or submit the following information:

1. Your name and student email
2. Your cell phone number
3. Your residence hall and room number
4. Specific description of the repair or service requested. Location and room number of problem, if located outside your room.

### **Maintenance After Regular Hours**

In the event of an emergency, you should contact the on-call Resident Assistant for your hall. The RA will determine if immediate action is necessary and contact the proper personnel. Examples of what may require emergency repair are, large water leaks from sinks, toilets or pipes, loss of electrical power to general rooms, smoke detector malfunctions, large broken windows or jammed locks or doors that will not lock.

For emergency maintenance after hours, please contact University Police at **(336) 334-7675**.

**Pest Control**

To keep pests out of the room, you should take precautions to store food properly and practice reasonable housekeeping chores. All food should be kept in a refrigerator or in airtight containers. All trash, including empty boxes, should be discarded promptly. Residents are also requested to cover and store all food items and leave the floor space by walls clear during breaks, because residence halls are treated for pests during break periods. To request pest control, follow the same procedure and contact the Hall Staff or complete an online FIXIT Maintenance Request Form. (The pest control inspections are done weekly throughout the campus).

For emergency pest control contact University Police can be reached at (336) 334-7675.

**Painting**

Each residence hall room is either completely repainted or touched up during the summer. If you are not satisfied with the condition of your room at check-in, please note the condition on your room Check-in Form. Hall Staff will request that a university facilities maintenance worker inspect the condition of your room.

**Parking**

Parking on campus is by permit only. All students, staff, and faculty who park on campus are required to register their vehicles with the Department of Parking Services, purchase a parking permit, and display a valid parking permit. Contact the Department of Parking Services at (336) 285-2027 for further information. The parking and transportation office is located at the Parking Deck on Laurel Street.

**Porches and Breezeways**

Several residence halls have porches and breezeways for the convenience and enjoyment of the residents. As these are for community use, you should not remove furniture, cook, hang clothes, park bicycles, skateboard, or block free access in these areas. The roofs of porches and buildings are off limits to residents, and no one except university maintenance personnel is allowed on these areas.

**Recycling and Trash Disposal**

Keeping our environment clean is the responsibility of each member of the community. Each residence hall has trash recycling containers located in designated areas throughout the building or they are provided for individual student rooms. After you move into your residence hall, take all cardboard out to the dumpster besides your building, remove packaging material, flattens the cardboard, and leaves it beside the dumpster. Grounds personnel will pick up and recycle this material.

**Telephone Service**

Housing & Residence Life no longer provides students with the option of having local telephone service. It is suggested students use their own cell phones, internet, etc. for contact with parents, friends and family. If there is an emergency see your Hall Staff for use of a residence hall office phone.

**Textbooks**

The University Bookstore provides school supplies, books, and other tools for students at NCA&T. For further information, call (336) 334-7593.

## **Your Safety and Security**

Safety and Security are important issues in the residence community. Each resident must be aware of and abide by safety and security regulations to protect themselves and others. In all emergency situations, you can receive assistance from the NC A&T Police Department (911 or 328-6787) and from the residence hall staff.

- Be cautious about who is entering the building behind you. **ONLY** residents and staff should be entering the building without an escort
- Do not be afraid to ask the person entering behind you if they live in the building, or call the RA on duty
- Non-residents must be escorted by a resident of the building
- Do not loan out your keys/ID fob to anyone
- Do not prop open doors
- Report suspicious individuals or activity to Housing & Residence Life staff or University police

### **Residence Hall Health and Safety Checks**

Housing & Residence Life staff members conduct a safety inspection of each student room once each semester. Safety inspectors are trained to look for fire hazards, health and safety violations, and any unauthorized items within the room. Inspectors will leave a copy of the safety inspection in your room, and violations are to be corrected within 24 hours after inspection. Failure to correct safety violations will result in disciplinary action. Any damage to the room will be billed immediately.

### **Security Measures**

The first line of defense for personal safety is a locked door. Doors to all outside entrances, living areas, suites, and individual rooms in the residence halls provide privacy and security for residents. All outside entrance doors to the residence halls are locked twenty-four hours a day. Residents gain entrance into the buildings by swiping their Aggie One Cards. Exterior phones are located outside each residence hall for emergency communication with University Police. In halls where the physical layout allows it, additional interior locked doors have been installed to provide added security. Residents who are found guilty of propping open exterior or security doors or loaning keys are subject to removal from the residence hall system.

**A Resident Assistant in each hall is on duty weeknights from 4pm until 12 midnight. Hall Staff is on duty 24-hour call during the weekend. If you cannot reach the Hall Staff on call, contact University Police.**

### **Security Phones**

Blue-light security phones are strategically placed across campus. They can be found in various academic buildings, in some elevators, outside residence halls, and on blue-light poles. When the receiver is picked up, anyone needing emergency aid is immediately in voice communication with the University Police Department. Similar courtesy phones are placed on the outside front entrances of residence halls and on residence hall floors. All students have to do is press the emergency button on these phones or dial 911 to connect with the University Police Department.

### **Missing Student Policy**

If a student is discovered to be missing for a period exceeding 24 hours a report should be made to one of the following university officials:

- University Police Department
- Dean of Students
- Vice Chancellor for Student Affairs
- Director of Housing and Residence Life

Following receipt of a missing student report, university officials will notify the A&T University Police Department who will follow their own investigation procedures.

If the student has designated an emergency contact person with the university, the university will notify that individual within 24 hours of receiving a report that the student is missing. North Carolina A&T residential students can confidentially designate an emergency contact person by completing an Personal Data form when they check in the residence hall. By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported as missing for 24 hours.

### **University Police Department**

The University Police Department is a full-service police organization with sworn, certified police officers, security guards, telecommunications officers, and fulltime support personnel. Located in Webb Hall, the department operates 24 hours a day, 365 days a year, providing protection and services to the campus community. The police telecommunications center is equipped to handle all types of emergency communications, including computer-relayed 911 calls and TDD (deaf access) calls. The staff monitors fire, burglary, and robbery alarms on campus in addition to operating the campus emergency phone monitoring system.

University police officers have enforcement jurisdiction on all property owned, operated, and/or controlled by NCA&T, and on all adjacent streets. Sworn NCA&T officers receive the same training and certification as other state police officers and participate in ongoing in-service training in first-aid, CPR, firearms, defensive tactics, legal issues, diversity training, and other areas of expertise essential in a university environment. The officers have enforcement powers within the city of Greensboro, when assisting under a signed mutual aid agreement, and in additional jurisdictions where mutual aid agreements have been signed with certified law enforcement agencies.

A report of any criminal activity that occurs at off-campus facilities or activities (including fraternities and sororities registered with the university) is submitted to the university police and (Office of The Dean of Students) for review and, if necessary, judicial action.

### **General Safety Tips for Residence Hall Living**

Although our campus is a generally safe place to live and go to school, there are some steps you can take to ensure your safety and the safety of the other people sharing your residence hall community.

They include:

1. Keep your room and suite door locked at all times, especially when you are sleeping or just going down the hall for a couple of minutes.
2. Never prop open an outside entry or suite door. Propping doors allows people who aren't supposed to be in the halls access to your room and everyone else's room in the hall.
3. Escort your guests into the building. Sometimes people you don't know will ask you to let them in so they can "visit a friend." For everyone's safety, only allow your escorted guests into the hall.
4. Carry your ID and keys separately. Key chains with ID holders are a convenient way to carry your things, but if you lose your keys, you lose your ID. The person who finds them will be able to find out where you live very easily. Always keep your Aggie One Card with you while on campus.
5. Report missing keys immediately to the Hall Staff. They will quickly contact the University locksmiths who will change your locks quickly, which helps to ensure that you and your property will remain safe.
6. Keep your computer, email and other passwords, confidential.
7. Evacuate your hall when the fire alarm sounds. Even though fire drills are common, don't assume that the fire alarm is false.
8. Do not tamper with the fire equipment. Tampering with smoke detectors, fire extinguishers, heat sensors, or fire alarm pull stations puts everyone in your hall in great danger
9. Take advantage of Operation ID through the University Police Department. Mark your valuables in a way that you can identify them in case they are stolen. Ask your residence hall staff about Operation ID.
10. Keep windows closed and locked when the room is vacant.
11. Report any suspicious persons or unescorted guests to the University Police Department at 911 or (336) 334-7675 or to the hall staff immediately

## **Fire Safety**

As a responsible member of the university community, you owe it to yourself and to your fellow students to become familiar with the procedures to follow in case of fire. You should also familiarize yourself with the preventive measures you can take to maintain the safety of your residence hall. Under no circumstances should staff or students enter the building or should the alarm be silenced without clearance from the University Police.

### **What to do---If you see a fire ignite:**

- Close the door to the fire area
- Activate the building fire alarm system and exit the building immediately
- Go to the nearest phone, dial 911, and report the exact fire location
- Stay clear of the structure and report to your buildings posted evacuation location
- In cold or inclement weather, go to a neighboring building when instructed to by hall staff or emergency personnel
- Remain in a safe area until the fire department and environmental health and safety personnel allow you to reenter the affected structure

### **If you are in a fire area:**

- Stay as calm as you can
- Feel closed doors from top to bottom for heat, using the back of your hand
- Crouch low and open the door slowly
- If safe, go into the hallway and close the door behind you
- Activate the building fire alarm system and alert others to evacuate
- Go to the nearest stairway and leave the building in a prompt and orderly manner. If the stairway is full of smoke, leave it and go to another stairway

### **If you are trapped by a fire:**

- Do not panic
- Pack the space under the door with wet towels, clothing, or other material
- Dial 911 and report your location
- Go to a window, open it, wave a white or brightly colored cloth from it, and call to any people below
- Do not break windows unless smoke is pouring into your room and you need fresh air to breathe
- Stay near the window where you can be seen. Do not hide under the bed or in the closet
- If you cannot get to a window, go to an inside corner of the room, curl up on the floor, and protect your face with a wet cloth. Stay calm, breathe slowly, and call out for help when you hear rescue personnel in the hallway

### **If you have a disability:**

- An individual with a disability is defined as anyone with a permanent or temporary disability, who for whatever medical reason, is unable to evacuate a building using the stairwell,
- A disabled person on the ground floor should evacuate the building through the nearest clear exit if they can do so under their own power. A disabled person on upper floors in a building should go to the nearest stairwell. If they are unable to exit, or safely reach a stairwell, they should stay in their own room. If at all possible, they should hang a towel or blanket out of the window to signal for help. In addition, they should stuff a blanket or towel under the door to block entry of harmful smoke or gas,
- The University Police or hall staff will notify the disabled student when the building is considered “all clear” during a fire drill or false alarm,
- In case of fire emergency personnel will make every attempt to enter the area and rescue the disabled student.

## **Fire Protection**

The university employs a full-time staff of fire prevention professionals within the Office of Environmental Health and Safety. Fire prevention staff inspects all university buildings and test and maintain all sprinkler systems, standpipes, fire pumps, fire alarms, and fire extinguishers. They also provide educational programs on fire safety in the residence halls. Whenever you move to a new location, you should locate the fire alarm pull stations, the two exits nearest your room and your buildings posted evacuation location.

### **Fire Drills**

A fire drill will be conducted in your residence hall every semester to help you become familiar with evacuation procedures. You must leave the building during the drill and report to your buildings posted evacuation location. Individuals that choose to remain in the building during a fire alarm are subject to disciplinary action. Lock your room as you leave to prevent theft of property. University insurance does not compensate for loss due to theft during fire drills.

### **Smoke Detectors**

All residence halls are equipped with smoke detectors. Some buildings also have heat detectors on the ceilings. All smoke detectors in your residence hall are hard-wired into the building's electrical service. They do not operate on the room's electrical outlets and cannot be accidentally disconnected. You should take the following precautions to ensure the proper operation of your smoke detector:

- If your smoke detector is working, the red light should be blinking. If the red light is not blinking, contact your Hall Staff immediately
- Do not cover or obstruct your smoke detector in any way
- Tampering or hanging any personal items from smoke detectors or sprinkler heads is prohibited

### **Fire Sprinklers**

Many of our residence halls have fire sprinklers. These systems can help stop a fire in the residence hall, but also can cause a great deal of damage if misused or tampered with. Each sprinkler head has a glass tube or fusible link, which can be broken by impact or intense heat. When a sprinkler head is activated, large amounts of water will pour out and cannot be stopped until the system is shut off. Follow the guidelines below to help keep the sprinkler heads and other parts of the system in tact so that they can do their job of protecting you:

- Do not tamper with any part of the sprinkler system
- Do not hang ANYTHING from a sprinkler head, or from any other part of the fire suppression equipment, including the pipes
- Keep a clearance of 18" around sprinkler heads, including in closets
- Keep sources of heat away from the sprinkler heads
- Avoid hitting the sprinkler heads when moving items into, out of, or around a room
- Do not engage in sports or horseplay that could result in anything striking a sprinkler head anywhere in the residence hall
- Report leaks or problems with the system right away

Tampering with the fire sprinkler system is a violation of State law and university regulations and will result in university disciplinary action, including fines and removal from the hall and/or possible legal action. Residents who tamper with the fire sprinkler system and causes damage will be subject to disciplinary action, a fine and all costs to repair the system. Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be subject to disciplinary action, including fines and possible removal from the hall, and be responsible for all damages to resident and university property.

### **Fire Alarms**

The floors of all campus buildings are equipped with manual fire alarm systems consisting of pull stations and horns. The floors are also equipped with automatic fire alarm systems consisting of heat and/or smoke detectors. Some residence halls also have automatic sprinkler systems. For your safety, never tamper with these systems. False fire alarms are dangerous to residents and emergency personnel who must respond. They are also illegal and punishable by fines and/or imprisonment.

### **Fire Extinguishers**

Fire extinguishers are located on each floor in each campus building. Use a portable fire extinguisher only if you have been trained to do so. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property.

### **Fire Prevention**

An ounce of prevention goes a long way. In an effort to protect all residence hall students and staff, the university has adopted the following fire safety policies. You are responsible for informing your guests of the fire safety regulations and practices of your residence hall. Violating these policies could result in your separation from the university or other sanctions.

### **Electrical Appliances**

A list of appliances you may use in appropriate areas of the residence halls appears in the section entitled Practical Planning. Be sure that all electric cords, plugs and appliances are in good condition. All appliances should have an Underwriter's label or other recognized testing laboratory seal of approval. If you are uncertain about the safety of an appliance, you may have it inspected by Environmental Health and Safety staff. Do not overload wiring by turning on too many electrical devices at one time.

### **Open Flames/Candles/Incense**

Open flame devices (including cigarette lighters and matches) are prohibited from use in any university building (except laboratories and workshops, or under the auspices of Facilities Services). Candles are not permitted in student rooms. Use or possession of candles is prohibited in all residence halls. The use or possession of hookahs and other water pipes are not permitted in student rooms. Burning incense is prohibited in all areas of the residence halls. Failure to comply with this policy is a violation of the residence hall regulations as outlined in the Code of Conduct.

### **Tobacco Usage**

By state law and for the health and safety of our students and guests – all residence hall rooms are non-smoking. All other interior spaces operated by Housing and Residence Life are non-smoking as well; including, lobbies, study areas, and hallways. As with other exterior areas on the NCA&T campus, smoking is not allowed within 25 feet of residence hall and dining area steps, entry areas, porches, breezeways, courtyards and windows.

### **Fire Safety Violations**

Students that fail to follow fire safety guidelines are a threat to the life and health of fellow residents. The following list contains fire safety violations. You may be suspended or expelled from the university or otherwise penalized if you:

- File a false report or fire or other dangerous conditions (except cases of reasonable error or accident)
- Fail to properly report a fire
- Interfere with the response of university or town officials to emergency calls
- Park within eight feet of a fire hydrant or in designated fire lanes. The car will be ticketed and towed at your expense
- Damage or tamper with fire alarms and/or other safety equipment
- Refuse to evacuate any university building after a fire alarm has sounded or other notice has been given
- Use appliances or materials that create a fire hazard (Consult your hall staff about safe usage procedures)
- Possess fireworks or explosives

When appropriate, legal action will also be taken. The use of drugs, including alcohol, does not lessen your responsibility.

### **Hazardous Materials**

Flammable solvents-except ordinary quantities of items such as basic household cleaners such as bleach, Lysol, spot remover-may not be stored in student rooms. Highly combustible materials and noxious chemicals must not be kept in residence halls except in amounts in containers in which they are commonly available for household use (one pint or less). The improper use or possession of flammable or hazardous substances may result in separation from the university or such lesser sanctions as may be judged appropriate to the act. Gasoline in any amount and other flammable liquids in the same class are prohibited from storage in any residence hall. Furthermore, any vehicle, motorcycle, moped, or device with a motor and fuel tank is prohibited from entry into any university building. Possession or use in a residence hall, university building, and areas associated with such structures, or on property owned or controlled by the university, of fireworks, firearms, or other hazardous or dangerous weapons or substances are prohibited.

### **Electrical Power Safety**

Too many appliances in use at the same time will overload electrical wiring and trip the circuit breaker, resulting in a loss of power to the room and creating potential fire and safety hazards; you are urged to pay special attention to the directions for using each of your appliances to avoid overloading the circuits. Residents are not allowed to tamper with electrical wiring in any way. To ensure safety, only safety fused surge protectors, power strips, or cubes (with on/off switches) are permitted. Surge protectors and power strips must be high-gauge (thick) with a multi-outlet power strip and a switch at one end. The power cord must be plugged directly into the wall socket. All appliances must be plugged into the surge protector or into the wall directly. \* Extension cords of any type are prohibited in the residence halls.

If the appliance uses a lot of power (like a refrigerator, microwave, hairdryer, etc.), then these items must be the only appliance on the surge protector or on that wall outlet. If the power keeps going off in your room, it is a good indication that there is too much of a power drain on that outlet. This is a fire hazard and it will cause the breakers to trip. Additional surge protectors connected to the first, or extension cords connected to surge protectors are not permitted.

Surge protectors may not be nailed, stapled, run under the carpet, wrapped around furniture, run across the ceiling, or attached to any surface by any other creative means.

\*A power strip with a breaker or safety fuse is acceptable; however, a surge protector will offer better protection to appliances and electronics.

### **Policies, Rules and Regulations**

Housing Residence Life Student Behavior Process Living on campus is an exciting opportunity that complements your academic experience at North Carolina A&T State University and provides you with the chance to meet new people, face new challenges, and have a great “college life” experience. You will live, interact, and work with a variety of students from other cultures and with different lifestyles. Respect and cooperation in this environment are crucial to your success. As a result, you and other residential students are held to certain expectations. As a member of the residential life community, you must abide by Housing Residence Life contractual regulations, Student Code of Conduct policies, and state and federal laws. As a member of the residential life community, you also must hold others accountable for abiding by the rules and regulations.

***You will be held accountable by Housing & Residence Life staff and the Office of The Dean of Students for any violations of the Student Code of Conduct or policies detailed in this Housing & Residence Life Residents' Handbook or student handbook.***

This section of your handbook is designed to familiarize you with the Housing & Residence Life contractual process. This process is used any time you or another member of the community is alleged to have violated a condition of your Housing Residence Life Contract (e.g. noise policy, pet policy, or the loaning of your residence hall keys) or policies in this guide. This section does not cover the judicial process for alleged violations of the Student Code of Conduct (e.g. alcohol, academic integrity or computer violations). For details please consult <http://www.ncat.edu/~deanofst/Handbook.htm> for a detailed description and explanation of this process. Housing and Residence Life will uphold the prohibited misconduct of the university as stated in the handbook. All violations will be forwarded to The Dean of Students for judicial processing using the codes listed below:

### **Residence Hall Violation Codes**

- 001**-Disrespect to residence hall staff
- 002**-Smoking in the residence hall (non-drug)
- 003**-Aggressive behavior towards a resident of the residence hall community
- 004**-Smell of Marijuana in the residence hall
- 005**-Verbal and Physical Altercations in the residence hall
- 006**-Ongoing Roommate, suitemate, and hall conflicts
- 007**-Failure to follow residence hall policy
- 008**-Horseplay (running, jumping, unauthorized physical sports) in the residence hall
- 009**-Vandalizing residence hall property
- 010**-Disturbing the residence hall community
- 011**-Unauthorized appliances or equipment in the residence hall
- 012**-Failure to vacate the residence hall during a fire alarm or fire drill
- 013**-Pets (only fish tanks ten gallons or less)
- 014**-Unauthorized guest staying in the residence hall and unauthorized guest after visitation hours
- 015**-Unauthorized use of residence hall keys or Aggie One Card to gain access to the building, suite, or room
- 016**-Failure to pass a safety inspection (cleanliness, unauthorized appliance etc.)
- 017**-Unauthorized room change
- 018**-Failure to comply with a residence hall official request
- 019**-Inappropriate behavior in the residence hall
- 020**-Violation of the Housing Contract
- 021**-Intoxication, smell of alcohol

#### **What Does “Rights and Responsibilities” Mean?**

Housing & Residence Life at NC A&T has made it a goal to create the best academic environment possible for residents – an environment where studying and sleeping take the highest priority. We want you to enjoy the time you spend living on campus. As a resident student, you are afforded certain rights:

- You have the right to live in an environment that will allow you to achieve your academic and personal goals
- You have the right to be treated in a civil and respectful manner by those who live, work and visit your residential community
- You have the right to report an incident of concern

Complementary to your rights as a residential student are your responsibilities. There are certain expectations of you as a residential student:

- You have the responsibility to respect the rights of other students
- You have the responsibility to treat others with courtesy and consideration
- You have the responsibility to hold others accountable for following the norms and standards created by the community
- You have the responsibility to abide by all Housing & Residence Life contractual policies, the Student Code of Conduct, and state and federal laws

These responsibilities are not policy per se, but are expectations for your behavior. They are meant to supplement the existing policies. Your community is your responsibility!

### **What Happens When a Complaint Form is Filed?**

Staff members are instructed to respond to and document any situation that is considered an alleged policy violation. This documentation is placed on an Incident Report that is submitted to the coordinator for the building in which the incident occurred. If you are involved in an alleged contractual policy violation, you will be notified.

### **Who Addresses Your Case?**

If you are included in an incident documented on an Incident Report, you will meet with an administrator of Housing & Residence Life. In most cases, you will meet with the hall director for the building in which the incident occurred, but sometimes you might meet with the Associate Director of Residence Hall Student Behavior. In some cases, the alleged violation constitutes a violation of both the Housing & Residence Life Contract and Student Code of Conduct policies. In this case, you would have a judicial conference with an administrator from the Office of Dean of Student or meeting with the Associate Director of Residence Hall Student Behavior or designee. Examples of serious violations include possessing a weapon in a residence hall room, domestic violence, possessing or using drugs, tampering with fire equipment, and arson.

### **What Is a Contractual Meeting?**

The purpose of the administrator is to determine if you are responsible or not responsible for the alleged violation. If, in reviewing all the evidence in the case, including testimony from you or your witnesses, the administrator determines that there was a policy violation, the administrator can determine responsibility and appropriate sanctions for the violation. If the administrator does not find enough evidence to support the allegations, the case is dropped. If you fail to attend any scheduled meeting, you may be assigned community service hours in addition to any sanctions imposed from the case.

### **If I Am Documented for a Policy that I Did Not Know About, Can I Still be Found**

#### **Responsible for Violating the Policy?**

Yes! When you signed your Housing & Residence Life contract it states that you must abide by both the Student Code of Conduct and the Housing & Residence Life contractual policies.

[View the Student Code of Conduct](#)

### **I Have Been Documented and I Have Questions. Where Do I Go for Information?**

There are a number of people to talk to regarding the Housing and Residence Life contractual process. You should start with your Hall Director; they are a great resource located in your respective hall. They can be reached at their office phone or call the main Housing office at (336) 334-7708.

### **Can I Appeal a Decision and/or Outcome?**

A sanction given by a Hall Director or the Associate Director of Housing and Residence Life may be appealed. If you choose to appeal the case, it must be for one of the following reasons:

- Insufficient proof of responsibility
- Your rights as a resident were violated
- The sanction is inappropriate for the circumstances of the violation

All appeals of decisions made by a Hall Directors must be submitted to the Associate Director of Residence Life in writing within 24 hours from the time of the original hearing. If you appeal a decision made by the Associate Director of Residence Life, the appeal must be submitted to the Executive Director of Housing and Residence Life within 24 hours of notification of your sanction. In the letter, you must state one or more of the above reasons as to why you are appealing the case. Submit your written appeal in a sealed envelope to the Executive Assistant in the Housing Office in Village 2. Please address the envelope to the appropriate appeals officer. The appeals officer will review your written statement, as well as the documentation from the hearing. The appeals officer, at his or her discretion, will either submit a written finding or meet with you to discuss the appeal.

The appeals officer may uphold, reduce, or dismiss charges; uphold or reverse the verdicts; or uphold, alter, or dismiss the sanctions determined by the original hearing officer. The appeal officer may not increase a sanction, but he or she may assign a more appropriate sanction. Failure to submit the appeal within the time designated will make the original decision final and binding.

### **Special Appeal Process for Illegal Drug Cases**

Allegations involving contract violations are addressed by the Associate Director for Residence Hall Student Behavior or designee on the first working day after the incident. If a student does not believe the decision made by the Associate Director or Assistant Director to be appropriate, the student has the right to appeal. An appeal must be made in writing stating the reason(s) the student disagrees with the outcome or sanction(s) and be submitted to the Assistant Director of Residence Life before 5:00 pm on the school day following the day on which the student is informed of the decision. The letter of appeal should be placed in a sealed envelope and addressed to Director of Residence Life. The student should deliver the letter to the Executive Assistant in Aggie Village 2 office 202. The Executive Director of Housing and Residence Life will convene a committee of persons not involved with the initial investigation or decision and review the appeal. A letter will be sent to the student within three school days notifying him/her of the appeal status.

If the appeal committee upholds the decision, the student has a final right of appeal to the Vice Chancellor of Student Affairs. That appeal must be submitted in writing before 5pm on the school day following the day on which the student is informed of the decision to the Dean of Students. The appeal letter should be placed in a sealed envelope and addressed to Executive Director of Housing and Residence Life. The student should deliver the letter to the front desk staff in the in main office for Housing & Residence Life. The Executive Director of Housing and Residence Life will review the appeal. A letter will be sent to the student within three school days notifying him/her of the final appeal status.

### ***Penalties***

The following penalties may be imposed in all cases arising under the Housing and Residence Life Contract. In some cases, a student may be referred for counseling. In the absence of exceptional circumstances, a penalty will become effective immediately following a finding of guilt and exhaustion of appeals.

- I. Written reprimand. A notice to the student that continuation or repetition of the misconduct in question may result in a more serious disciplinary action.
- II. Campus Service. On-campus work performed under the supervision to compensate for violations of community norms. Students may be given up to seventy-five hours of campus service in response to one finding of responsibility and up to sixty days to complete the service. In addition, to the service, each student will write a reflection paper and meet with a designated Housing & Residence Life administrator to discuss the paper.
- III. Educational task. An opportunity for the student to learn the value and purpose of the rule or policy that was violated. This can include researching a topic and organizing the information in a paper or oral presentation or performing an activity that relates to the violation. An effective educational task includes time for the student to examine his or her actions and process the impact of those actions on the university community.
- IV. No Contact. Require that the student have no contact directly or indirectly or through third parties with any designated member or members of the residence hall community.
- V. Banning. Restricting a student(s) from further use of a designated area(s) within a residence hall or residence hall system.
- VI. Relocation within or removal from the residence halls. Permanent or temporary relocation within a residence hall or within the residence hall system. Removal from any residence hall or from the residence hall system.

## **Alcohol Policy for North Carolina Agricultural & Technical State University**

For the complete policy and revisions to the Alcohol Policy for North Carolina Agricultural & Technical State University please refer to Policies Regarding the Possession and Consumption of Alcoholic Beverages on the Campus of North Carolina Agricultural & Technical State University.

[View the Student Code of Conduct](#)

Nationally, alcohol is a concern to all universities. North Carolina Agricultural & Technical State University is no different. We feel that early intervention is the appropriate approach to establish standards that are suitable for a University setting and to change a perceived “party” culture. The University adheres to federal, state and or municipal law regarding purchase, possession and consumption of alcohol.

### **Policies Regarding the Possession and Consumption of Alcoholic Beverages in the Residence Halls**

1. Common sources of alcohol (i.e., kegs, party balls, punch bowls, etc.) are prohibited in residence halls or surrounding areas;
2. Residents should not have a party in their room where alcoholic beverages are served. A party is defined as being more than six people in a room, regardless of age;
3. The resident(s) of the room are responsible for the behavior of the people in the room, including the guests;
4. Staff members can document a person who appears intoxicated even if that person does not have an open container of alcohol in his or her possession;
5. Manufacturing of alcoholic beverages is prohibited in the residence halls;
6. Empty, full or keepsake bottles or cans of alcohol are prohibited in the rooms of underage students.

### **Drug Policy for North Carolina Agricultural & Technical State University**

North Carolina Agricultural & Technical State University is dedicated to the pursuit and dissemination of knowledge and as such, expects members of the academic community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs by members of the university community adversely affects the mission of the university and is prohibited. For the complete policy and revisions on the Drug Policy for North Carolina Agricultural & Technical State University, please refer to Policy on Drug Abuse.

[View the Student Code of Conduct](#)

### **Housing & Residence Life’s “Zero Tolerance” Policy**

Housing & Residence Life is concerned with the welfare and safety of our students. Nationwide, drugs are on the rise on college campuses, and we wish to take a strong stand against illicit drugs. Students that are found guilty of illegally using, possessing, distributing, selling or manufacturing any controlled substance, counterfeit drug or device(s) used to ingest, distribute, sell and/or manufacture an illegal or counterfeit drug will likely have their Housing & Residence Life Contract cancelled in addition to judicial action taken by the University. In addition, students are expected to report violations of the Code of Conduct to Resident Assistants, Hall Directors or to the NC A&T State University Police Department.

### **Weapons Policy at NC A&T State University**

The possession or use of a weapon on university-owned or university-controlled property is incompatible with the academic mission and programs of the university. In addition, any threat to commit bodily harm, either by the use of a weapon or physical force, is also inappropriate in an academic community. Therefore, neither students, nor staff can possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on property of NC A&T State University. In addition, individuals can not possess or carry, whether openly or concealed any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors or razor blades. For the complete policy and any update on University Policy and procedures concerning Weapons on Campus, please refer to the [Student Code of Conduct](#).

\*This list is not intended to be inclusive of all items that would be considered weapons and, therefore, prohibited by the university.

### **Housing & Residence Life Weapons Policy**

Housing & Residence Life believes any person that violates this weapons policy is a direct threat to the safety and welfare of our residence hall community. Hence, Housing & Residence Life will act accordingly. Students that are found responsible for violating the weapons policy will likely have their residence hall contract cancelled in addition to judicial action.

### **University Room Entry Policy**

The University's right to enter rooms for certain purposes is described in the Housing & Residence Life Contract. Student(s) rooms may be searched if a student gives permission, to inspect for illegal items and/or items which are a violation of the Code of Conduct or the Housing & Residence Life Contract, or if there is reason to believe that the occupants of the room are in physical or psychological distress. Professional staff members or others authorized to do so will conduct a search of a student's room following the procedures listed below. If it is expected that the items, which are believed to be located in the student's room, will be used as evidence in criminal proceedings, NC A&T Police will be contacted so that a warrant can be obtained.

- The professional Housing & Residence Life staff members conducting the search will knock and announce their identity and purpose. If there is no response, admission is denied, or if entry is not granted within a reasonable time, the professional staff member conducting the search may enter using a master key;
- If the student(s) are present, illegal items and/or items, which are considered a violation of the Code of Conduct or the Housing & Residence Life Contract, found in the room will be submitted to the Office of the Dean of Students, or designee. The items will be held until completion of judicial action. If the students are not present and illegal items are found or suspected to be in the room, NC A&T police may be contacted to get a warrant to search and seize illegal items. If a warrant is issued in the process of searching the room, the illegal items will be handed over to the NC A&T police as evidence.

### **Residence Hall Policies**

The following policies have been created to promote a sense of community, individual responsibility and safety in all residence halls. These regulations include rooms, hallways, lounges, and all other common areas of the residence halls. These policies are in effect at all times throughout the year unless otherwise specified.

### **Guest Visitation**

Like most opportunities here at North Carolina A&T State University, visitation is not a right, but rather a privilege that may be suspended at any time for violations of policies. Visitation may begin in all residence halls on the first Thursday following the beginning of classes in each semester and summer school, or shortly thereafter. To understand guest visitation and how it works, please review the important information below:

1. Guidelines for Visitation
  - ❖ Visitation hours Fall and Spring Semesters
    - Monday – Friday 4:00 pm – 12:00 midnight
    - Saturday – Sunday 12:00 – 12:00 midnight
  - ❖ Visitation Hours Summer School
    - Sunday – Saturday 4:00 pm – 12:00 midnight
  - ❖ Each participant will be limited to two guests. Exceptions may be accorded in special cases by the residence hall supervisor.
  - ❖ The University reserves the right to reject, at any time, the policy of visitation when flagrant and repeated violations occur.
  - ❖ Each participating resident shall sign in/out guests of the opposite sex. Same sex visitation shall be directed under the honor system for entertaining guests in the residence halls/facilities
  - ❖ Any guest found in the residence hall/facilities after visitation hours will be subject to disciplinary action, or charged for trespassing.
  - ❖ Each guest shall enter and leave by the front door of the residence hall. While in the residence hall, guests shall be accompanied by the resident host or hostess.
  - ❖ The resident host or hostess is responsible for the action(s) of the guest(s) (except in instances determined to be beyond the control of the resident host or hostess). If a

situation occurs in an instance determined to be beyond the control of the resident host or hostess, that host or hostess has responsibility of immediately reporting such situation to a member of the halls facility's Residence Life Management Team.

- ❖ Opposite genders use guest restroom in the lobby or nearest building.
  - ❖ Halls not allowing co-ed visitation shall prominently display signs that read "No visitation".
  - ❖ The presence of the guest(s) must not result in unreasonable inconvenience or annoyance to the roommate or to the other residents.
  - ❖ Certain residence halls are approved to operate on a modified guest schedule. During the first two weeks of school each of those halls shall define the visitation hours. A community agreement will be posted.
2. Guest/Resident Visiting Procedure
    - ❖ Guest visiting residence halls shall have and (upon request) produce proper identification. "Proper identification" means an official document that contains the guests first and last name and a clearly visible photograph/picture of the guest.
    - ❖ Guest arriving at the front door should contact resident
    - ❖ Resident must sign guest in at the designated area
    - ❖ Resident should escort guest to room or designated area
    - ❖ Resident should sign and escort guest out at the end of the visit
  3. Visitation Violation Procedure
    - ❖ Visitation privileges may be suspended administratively by a Residence Hall Director or by the Office of Housing and Residence Life.
    - ❖ Hall Directors will issue the following consequences when residents violate the policy.
    - ❖ First Violation – meeting with hall director and loss of privilege for 2 – 3 weeks.
      - Citation/Incident Report filed of the violation
      - Letter to the resident requesting meeting and announcement of violation
      - Meeting with Hall Director
      - Notice placed on door "Authorize Resident Only"
      - Loss of privilege for resident for 2-3 weeks.
    - ❖ Second Violation – meeting with Associate Director and extended loss of privilege
    - ❖ Third Violation – meeting with the Associate Director of Student Behavior and possible removal to another residence hall and/or permanent loss of privileges.
  4. Quiet Hours
    - ❖ Twenty-four hours a day, all students are expected to be considerate of others who are studying and sleeping. Radios, televisions, alarm clocks, and conversations should not be audible outside a student's room. Designated quiet hours are generally set during the first week of classes, and all residents must adhere to them.
    - ❖ Quiet hours are:
      - 9:00 pm – 8:00 am Sunday – Thursday
      - 12:00 am – 8:00 am Friday - Saturday

### **Removal from the Residence Halls**

The residence halls should be a safe and environment for students to live. There are certain residence hall policies that were developed to help provide that type of community. Violations that compromise the safety and security of residents may result in termination of the Housing & Residence Life Contract and other appropriate disciplinary sanctions. Such violations include, but are not limited to, the following:

- A. Propping open building or suite doors and/or windows or jamming doors; allowing individuals into the building who are not residents of the building; openings NC A&T red outside entrance doors, including suite doors, and/or windows of a residence hall to allow unauthorized access,
- B. Delivering, surrendering, or otherwise relinquishing possession of the room, or suites key/key fob(s) to any individual, or permitting the key(s) to be duplicated or modified
- C. Accepting or possessing another resident's issued keys/key fob,

- D. Possessing or using weapons such as, but not limited to, firearms, fireworks, explosives, knives, bows and arrows, BB guns, air pistols or martial arts equipment,
- E. Endangering, injuring, or assaulting a staff member under circumstances related to the staff member's job function,
- F. Tampering, alarming, discharging, disconnecting or dismantling the fire safety equipment, including but not limited to fire extinguishers, pull stations, fire hoses, heat detectors, or smoke detectors,
- G. Starting fires in the residence halls,
- H. Using, possessing, distributing, selling or manufacturing any controlled substance, counterfeit drug or device(s) used to ingest, distribute, sell and/or manufacture an illegal or counterfeit drug and/or drug paraphernalia.

### **Disruptive Behavior/Noise Policy**

Because of the proximity of residence hall rooms and the number of people housed in university residence halls, residents will abide by the established policies to ensure an environment that is healthy and conducive to academic pursuits.

- A. Residents are responsible for abiding by established quiet hours and must be considerate of others at all times. Campus wide quiet hours are from 9 p.m. to 8 a.m. Sunday through Thursday, and 12 midnight to 8 a.m. Friday and Saturday. During exam periods, quiet hours will be increased to 24 hours a day throughout the residence halls to insure a quiet study environment for all students
- B. Electric frying pans, open coils (including hot plates), oil lamps, electric or kerosene heaters, deep fat cookers, and cooking with grease are prohibited in residence hall rooms
- C. All residents must evacuate the residence hall when a fire alarm is sounded. Evacuate by using the stairs and the nearest outside exit door and report to your buildings posted evacuation location
- D. Bathrooms, hallways, and breezeways must be kept clear of personal belongings and other objects that create a health and safety hazard.
- E. Decorations of any kind on room doors are prohibited. (Except during residence hall contests and other events given permission for). Decorations in hallways are to be confined to bulletin boards only. We encourage personalization and decoration of rooms; however, not more than 50 percent of a wall may be covered with fabric or paper. Fabric wall hangings must be treated with flame retardant. Miniature lights may be used as long as they are UL approved and are not attached or touching the ceiling or pipes
- F. Transoms over the room doors must be left sealed and may not be opened
- G. Jamming doors or purposely hindering the exit of residents from their room or building is prohibited
- H. Smoking is prohibited within the residence halls and within 50 feet of any building on campus.
- I. Room screens may not be removed, opened or tampered with at any time, with the exception of situations of imminent danger. At no time should a window be left opened and/or unlocked when the room is vacant
- J. Vending machines should not be tilted, shaken, abused or moved
- K. Weight-lifting equipment and waterbeds are not permitted in residence hall rooms
- L. Ceiling fans, stand-alone freezers, and oversized refrigerators are prohibited. Refer to the section entitled Practical Planning for additional items that are safety violations
- M. The throwing of objects from windows, porches, and breezeways is prohibited
- N. Hanging flags, signs, banners or writing inside or outside of windows is prohibited
- O. Decorations are prohibited on ceilings and egress doors, this includes inside residence hall rooms
- P. All torchiere lamps with tubular halogen bulbs are prohibited in the residence halls. Only halogen lamps if torchiere style with less than a 150-watt regular bulb will be allowed in the residence halls
- Q. Extension cords are prohibited in the residence halls. Only surge protectors or power strips with safety fuses are allowed and must be plugged directly into a wall. Please refer to the section entitled Practical Planning for additional safety information
- R. Tape or stickers of any type on residence hall windows or furniture is prohibited
- S. Incandescent light bulbs are not allowed in the residence halls for energy conservation issues, compact florescent or halogen light bulbs should be used for additional lighting in student rooms

## POSTING, SALES AND SOLICITATION IN THE RESIDENCE HALL POLICIES

### University Posting Policy

#### General Posting Policy:

- A. The laws of the state of North Carolina govern use of facilities. Policies and guidelines have been established to ensure compliance with these laws, consistent application and the orderly use of facilities within resources and mission of the University. University facilities exist to accomplish the educational objectives and programs of the University. As such, the University has established this policy regarding the manner and location for posting printed materials on campus. Any posted material not complying with this policy may be removed and discarded upon discovery.
- B. Posting on Official Bulletin Boards: Only official announcements of the University and required posted materials (i.e. FLSA Wage and Hour Policies, EEO Policies, NC A&T Substance Abuse Policy, etc.) may be posted on an official bulletin board
- C. Posting on Departmental Bulletin Boards: Each University department is responsible for establishing necessary policy, procedure, guidelines, etc. to determine what printed material is considered official by the department and shall be posted on their respective departmental bulletin board(s). Likewise, the University department is responsible for the monitoring and removal of printed materials posted on their respective departmental bulletin boards. The University department should post the policy and a departmental contact on each departmental bulletin board
- D. Posting Restrictions
- E. Printed materials posted in violation of this policy shall be removed and discarded without prior notice.
- F. Printed materials shall not be:
  - a. Nailed, tacked, stapled or in any way attached to any tree, shrub or any wooden surface on Campus such as bulletin board frames, doors, etc.
  - b. Placed in or on any vehicle on Campus
  - c. Taped or in any way attached to any painted or glass surface inside or outside any building on Campus (varnish or shellac are considered paints)
  - d. Nailed, tacked, stapled or in any way attached to any surface other than an identified general use bulletin board

Printed materials in compliance with this policy may be posted in university residence halls with prior approval of the Assistant Director of Residence Life and stamped approval from Director of Student Development. All residence hall bulletin boards are either official bulletin boards or departmental bulletin boards. There are no general use bulletin boards in the residence halls.

*Housing & Residence Life is anxious to cooperate with individuals, groups and organizations that wish to publicize events in residence hall facilities. Housing & Residence Life is also interested in keeping facilities free from damage cause by unrestricted posting of materials. The following guidelines are to be followed when posting materials in the residence halls:*

- All banners, posters, handbills, want or sell ads, and similar materials must meet guidelines listed in the “Sales and Solicitation Policy” outlined in the NC A&T Student Handbook as well as below
- Individuals, groups, or organizations should bring materials to Student Development located in Murphy Hall
  - Recognized student organizations or university departments may post flyers or information with approval of the Student Development Office.
  - Materials should be posted at least 10 days before the event is to take place to ensure adequate posting time.
- All materials posted in restricted areas will be removed and discarded,
- Individuals, groups or organizations that do not follow the above guidelines for the posting of publicity will have all publicity removed. They may also face suspension of the privilege to post materials in the residence halls, and may face judicial action.

### **Sales and Solicitation Policy**

Permission to engage in the following non-commercial solicitation and canvassing activities in the residence halls shall be obtained from Housing & Residence Life. All violations or appeals shall be heard by the Associate Director. The decision will be final.

- A. There shall be no door to door solicitation of any kind
- B. All non-affiliated groups shall be sponsored by a duly registered student organization, and they shall follow the same procedures as outlined above
- C. Non-commercial activities shall include:
  1. Allowing students to be afforded access to the presence and ideologies of candidates who seek election in town, county, state or national groups
  2. Allowing affiliated groups to participate in solicitations on behalf of charities that comply with the North Carolina "Solicitation of Charitable Funds" acts
  3. Allowing an affiliated group, acting in a manner consistent with its stated purpose and in fulfillment of its informational or educational goals, to seek to enlarge its membership disseminate its own point of view, or to solicit support for its causes
  4. Allowing enrolled students to be afforded access to religious views and perspectives

## **Special Accommodations**

### **Service Animals**

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) definition of service animals is "...any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items." If an animal meets this criteria, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or training program. Their service for the individual with a disability entitles them to access of public places and common areas. Under the new ADA standards, miniature horses are recognized as service animals. They must meet the same criteria as service dogs. Individuals with disabilities who use a service animal on campus are not required to register with Disability Support Services, but students who wish to have an assistance animal in student housing must make a formal request for this accommodation through Disability Support Services.

### **Expectations for Service Animals**

Because service animals are in close proximity to students and others, they must be quiet, obedient and well-groomed. Specifically:

- The service animal must be up-to-date with check-ups and vaccinations.
- Vaccination and license tags must be displayed on the animal.
- All service animals must be well-behaved and must be under the control of the user at all times.
- Service animals must be clean, groomed, and free of ticks, or other pests.
- Animals are to relieve themselves in designated locations only.
- The animal user is responsible for promptly cleaning up after the animal.
- The animal user is responsible for any property damage caused by the animal.
- Service animals may be prohibited from areas that may be hazardous to the animal or its owner (mechanical equipment rooms, laboratories, etc.)
- To assist the campus population in recognizing a service animal it is highly encouraged that service animals be identified by a marked harness or cape but not required.

## NCAT Housing

### Assistance Animals

North Carolina A&T State University residence halls are covered under the Fair Housing Act (FHA) and the U.S. Department of Housing and Urban Development (HUD), and Section 504 of the Rehab Act in addition to the Americans with Disabilities Act.

FHA defines Assistance Animals as an assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. For purposes of reasonable accommodation requests, neither the FHA nor Section 504 requires an assistance animal to be individually trained or certified. While dogs are the most common type of assistance animal, other animals can also be assistance animals.

The Office of Disability Support Services will evaluate a request for a reasonable accommodation to possess an assistance animal in a residence hall using the general principles applicable to all reasonable accommodation requests.

1. Does the person seeking to use and live with the animal have a disability as defined by the ADA: a physical or mental impairment that substantially limits one or more major life activity?
2. Does the person making the request have a disability-related need for an assistance animal?
  - Does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?

Where the answers to questions (1) and (2) are "yes," the FHA and Section 504 require the university to modify or provide an exception to a "no pets" rule or policy to permit a student with a disability to live with and use an assistance animal(s) in all areas of the premises where students are normally allowed to go, unless doing so would impose an undue financial and administrative burden.

The request may be denied if:

1. The specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or
2. The specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. Breed, size, and weight limitations may not be applied to an assistance animal. A determination that an assistance animal poses a direct threat of harm to others or would cause substantial physical damage to the property of others must be based on an individualized assessment that relies on objective evidence about the specific animal's actual conduct — not on mere speculation or fear about the types of harm or damage an animal may cause and not on evidence about harm or damage that other animals have caused. Conditions and restrictions that housing providers apply to pets may not be applied to assistance animals. For example, if Residential Life requires applicants or residents to pay a pet deposit, they may not require applicants and residents to pay a deposit for an assistance animal.

***Please Note:***

Many of the same expectations that are in place for service animals apply to assistance animals.

- The assistance animal must be up-to-date with check-ups and vaccinations.
- Assistance animals must be clean, groomed, and free of ticks, or other pests.
- Animals are to relieve themselves in designated locations only (when applicable).
- The animal user is responsible for promptly cleaning up after the animal.
- The animal user is responsible for any property damage caused by the animal.
- The animal must not be disruptive to others in the residence hall.
- The owner is responsible for the animal at all times.

*Please refer to Housing and Residence Life policies for more specific information.*

**Pets**

Students are not permitted to have pets in residence halls except for fish in aquariums and those students needing the assistance of a service animal. Aquarium size is limited to a 10-gallon tank per room.

RATIONALE: The residence hall environments are not designed for the proper care of pets. The presence of pets affects the health of other residents, has the potential for property damage and inconvenience to other residents.

**Computer Lab and Lobby Hours**

You are strongly encouraged to bring a computer to school, but it is not required. As a residential student you will have access to your assigned residence hall computer labs and lobbies. The computer lab hours: 9am-12 midnight (daily)

**Lounge Use Policy**

All lobbies close at midnight (daily) Lounges and recreational areas located within residence halls are for the exclusive use of Residents in the community, All Residence Life Staff, including Hall Council, Residence Hall Association, & Residential Communities. The lounge may be reserved for programs. Please contact your hall staff to reserve the lobby restrictions do apply.

All social programs must be sponsored by Residence Life Staff, Hall Council, Residence Hall Association or Residential Communities.

**Social events must meet the following guidelines:**

- Admissions fees may not be charged at the door.
- Audience size may not exceed fire regulations.
- All events must be approved by the Hall Director or Graduate Hall Director.

The event must be in compliance with all North Carolina A & T Housing and Residence Life regulations including (but not limited to) maximum occupancy, fire regulations, security requirements, and alcohol restrictions.

## **Property Damage**

The residence hall to which you have been assigned is your home away from home for the academic year. As a resident, it is your responsibility to assist in the upkeep of the building by not damaging your room or common area. The following policies must be followed:

- A. University-owned furniture must not be removed from individual rooms, lobbies, basements, study halls, or kitchens or stored in a different location to which it is assigned. Individuals that remove or store University furniture will have disciplinary action taken against them
- B. University property must not be vandalized. Vandalism includes, but is not limited to, writing on doors, walls, and bulletin boards; tearing down signs; and/or damaging the furniture. Residents are responsible for any graffiti or vandalism on both the inside and outside of their own room door
- C. Built-in room furniture must not be moved. The room must not be altered to accommodate personal items, including hanging lamps, bunk beds, or wall hooks. Rooms must be returned to original check-in condition prior to checking-out

Residents are responsible for the condition of the furnishings and the condition of the room/suite. Unless the responsible party is identified for the purpose of billing, the following procedures will be used in rendering a bill for any damages that are not a result of normal wear:

1. Damage to a student room
  - o *Charges will be divided equally among the occupants of the room*
2. Damage to suite facilities (bath and hallway)
  - o *The occupants of the suite will each be billed and equal portion of the bill*
3. Damages to residence hall common areas
  - o *All residents of the floor/wing/building will be held accountable for an equal portion of the bill. All bills will include the cost of both labor and materials. Damage bills must be paid within five days of the billing date. Failure to make payment will result in the university instituting normal collection procedures.*

## **Room Lock-outs**

Residents are responsible for their own key/Aggie One-Card and for their access to their room/suite. However, it is not uncommon for students to accidentally lock themselves out of their room/suite. Therefore, the assistance of a Residence Life staff member may be needed in the event of a lockout. The policy for lockouts is as follows.

1. There is a grace period at the beginning of each semester for students to get acclimated to their surroundings and become accustomed to carrying their key/card to access their room/suites. This grace period is the first two weeks of the semester. During the grace period, no charges will be assessed for lockouts.
2. An e-mail and notice in the hall will be sent to students just prior to the end of the grace period to let them know about the fee they will be charged if they are locked out.
3. Any student who has a lockout during the grace period is handed a written notice explaining the grace period and the policy and charges for a lockout after the grace period has ended.
4. After the grace period, a \$15 fee is assessed to a student's account if they required staff to assist them because of a lockout. Each lockout is consistently a \$15 fee.
5. The lockout fee is waived if the student lost his/her key and was being charged for a lock core change.

**Damage Assessment**

Students are prohibited from damaging, defacing and/or destroying, intentionally or accidentally, University property or the property of another resident or guest. Students will be held responsible for the restitution of any damages they, or their guests, cause. Students may also face disciplinary action.

Students may be held accountable for damages associated with the property of other students or University property. Students may be held responsible for damages they cause intentionally or accidentally. For example, this could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system. If your negligence results in damage to the property of others or to the University, you may be held responsible for the subsequent damages.

The following charges may be assessed to your student account:

**HOUSING AND RESIDENCE LIFE**

**DAMAGE CHARGE LIST**

HEADING	ITEM	COST
<b>BEDS</b>		
<b>Replacement costs.</b>	Steel frame (Replacement)	\$105.00
	Head/Footboard each (Replacement)	\$50.00
<b>MATTRESS</b>		
<b>Replacement costs.</b>	Replacement	\$100.00
<b>DESKS</b>		
<b>Replacement costs.</b>	Drawer (Replacement)	\$100.00
	Desk top (Replacement)	\$100.00
	Replace complete desk	\$250.00
<b>STUDY CHAIR</b>		
<b>Replacement costs.</b>	2-Position	\$100.00
<b>LOUNGE/LOBBY</b>		
<b>Replacement costs.</b>	Arm Chair	\$275.00
	3-Seat Sofas	\$600.00
	Center Sectionals	\$175.00
	Corner Sectionals	\$200.00
	Love Seat with arms	\$300.00
	Armless Love Seat	\$275.00
	Coffee Table	\$100.00
	End Table	\$80.00
	Lamp	\$30.00
	LED TV	\$1,400.00
	Wide Screen LED TV	\$2,000.00

**HOUSING AND RESIDENCE LIFE  
DAMAGE CHARGE LIST**

HEADING	ITEM	COST	
<b>SUITE COMMON AREAS</b>			
<b>Replacement costs.</b>	3-Seat Sofa	\$600.00	
	Arm Chair	\$275.00	
	Coffee Table	\$100.00	
	End Table	\$80.00	
	Micro-Fridge	\$410.00	
<b>DRESSERS</b>			
<b>Replacement costs.</b>	<b>2-DRAWER DRESSERS</b>		
	Drawer	\$100.00	
	Top	\$100.00	
	Entire dresser	\$250.00	
	<b>3-DRAWER DRESSERS</b>		
	Drawer	\$100.00	
	Top	\$100.00	
	Entire dresser	\$300.00	
	<b>4-DRAWER DRESSERS</b>		
	Drawer	\$100.00	
	Top	\$100.00	
	Entire dresser	\$375.00	
	<b>CLEANING</b>		
		Room left dirty at checkout	\$100.00
		Trash	\$25.00
<b>DOORS</b>			
	Special Cooper Hall Door	\$800.00	
	Special Morrison Hall Door	\$1275.00	
<b>Replacement costs.</b>	Suite	\$360.00	
	Room	\$380.00	
	Closet	\$225.00	
	Louver Door	\$250.00	
	Panic Bar	\$300.00	
	Special Door at Morrison	\$1,275.00	
	Special Door at Cooper	\$800.00	
	Electronic Panic Bar	\$1,200.00	

<b>EXIT DOORS</b>		
	Basic	\$445.00

**HOUSING AND RESIDENCE LIFE  
DAMAGE CHARGE LIST**

<b>HEADING</b>	<b>ITEM</b>	<b>COST</b>
<b>EXIT LIGHTS</b>		
	ALL	\$65.00
<b>FIRE EQUIPMENT</b>		
<b>Replacement costs.</b>	Smoke Detector	\$150.00
	Fire Extinguisher	\$75.00
	Fire Extinguisher Box	\$70.00
<b>FIRE EQUIPMENT</b>	Fire Extinguisher Box Glass	\$35.00
<b>Replacement costs.</b>	Fire Alarm Horn	\$150.00
	Pull Station Glass	\$25.00
	Pull Station Box	\$75.00
<b>FANS</b>		
<b>Replacement costs.</b>	Ceiling	\$200.00
	Vent	\$100.00
	Bathroom Vent	\$100.00
	Window Box Fans	\$40.00
<b>LIGHTS</b>		
<b>Replacement costs.</b>	1 x 4 Fluorescent ceiling fixture	\$125.00
	2 x 4 Fluorescent ceiling fixture	\$175.00
<b>ROOM DOOR LOCKS</b>		
<b>Replacement costs.</b>		
Morrison Hall Only	Keyless room door lock	\$300.00
Cooper, Haley, Holland & Morrow	Keyless room door lock	\$1,400.00
Other Halls	Mortise lock set	\$500.00
	Broken/missing room or closet key	\$85.00
<b>WINDOWS</b>		
<b>Replacement costs.</b>	Room	\$400.00
	Hall	\$500.00
	Stair	\$500.00
<b>WINDOW SCREENS</b>		
<b>Replacement costs.</b>	Security	\$250.00
	Mesh for room windows	\$100.00
	Stairwell Windows	\$100.00
	Hallway Windows	\$100.00

**HOUSING AND RESIDENCE LIFE  
DAMAGE CHARGE LIST**

<b>HEADING</b>	<b>ITEM</b>	<b>COST</b>
<b>WINDOW BLINDS</b>		
Replacement costs.	All	\$50.00
<b>BATHROOMS</b>		
Replacement costs.	Mirror	\$50.00
<b>OTHER POSSIBLE CHARGES</b>		
Replacement Micro-Fridge unit	Micro-Fridge (Replacement)	\$410.00
	Cleaning Microwave	\$10.00
	Cleaning Refrigerator	\$10.00
	Clean Carpet Single Room	\$25.00
	Clean Carpet Double Room	\$25.00
	Clean Carpet in Suite	\$50.00
	Clean a Double Bathroom	\$25.00
	Clean a Suite Bathroom (per occurrence)	\$25.00
	Clean a Sink in a Double	\$15.00
	Clean a Sink in a Suite (one side)	\$15.00
	Clean Furniture (double room)	\$25.00
	Clean Walls (double room)	\$15.00
	Remove trash from Suite	\$50.00
	Remove Trash from Single Room	\$25.00
	Remove Trash from Double Room	\$35.00
<b>All other items priced on a case-by-case basis</b>		

Revised 9/20/2017

## YOU'VE GOT OUR NUMBER

If you have any questions about Housing & Residence Life or dining, please feel free to call the appropriate office or call our main number at 336-334-7708.

### **Residence Hall Director Offices**

Aggie Suites E Hall Director	256-0380
Aggie Suites F Hall Director	256-2183
Aggie Village 1 & 3 Hall Director	285-4949
Aggie Village 4 & 6 Hall Director	285-4333
Barbee Hall	285-4317
Cooper Hall	285-4308
Curtis Hall	285-4332
Haley Hall	285-4350
Holland Hall	285-4332
Morrison Hall	285-4336
Morrow Hall	285-4370
Pride Hall	332-8595
Vanstory Hall	285-4305

### **University Police**

Police Emergency Line	334-7675
Police Non-Emergency Line	334-7192

<b>Campus Enterprises/Campus Dining/Cafeteria</b>	334-7876
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### **Health**

Student Health Center	334-7880
Counseling Services	334-7727

### **Maintenance**

Dial the Office/ Residence Hall Cell Phone Number for your hall

<b>Barnes &amp; Noble Bookstore</b>	334-7593
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<b>ITS (Help Desk)</b>	334-7195
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<b>Aggie One Card</b>	334-7114
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