

## WELCOME

We are pleased to welcome you (or welcome you back) to on-campus living at North Carolina Central University (NCCU) for the 2004 – 2005 academic year. Our residence halls are group living and learning centers, which are financed and maintained by room rental revenues. Living in the residence halls plays an important part in the growth of all residents. To make the most of learning from the experiences of group living, you will find that an atmosphere of freedom and community responsibility is maintained in the residence halls, as it is throughout the University. Residence hall regulations provide general guidelines for living, and all residents are responsible for their own conduct and that of their guests.

Residents are expected to abide by the general academic and student code of conduct standards of North Carolina Central University as outlined in the NCCU Student Handbook, and by all local, state, and federal ordinances and laws. In addition, residents and visitors to the halls are expected to follow residence hall policies and procedures. This handbook is a reference source for living standards, policies, and regulations, and also includes information to help you make the most of your on-campus living experience. It is intended to give you information that will help you to participate responsibly in the group living experience at NCCU.

## THE ADVANTAGES OF LIVING ON CAMPUS

By choosing to live on campus, you are making a smart decision! Several national studies have shown that students who live on campus have advantages over students who commute to school. On-campus students are more satisfied with their university experience, are more comfortable with the university environment, are more likely to utilize the services provided for students, are involved in student organizations, and more easily develop an on-campus support network. By living on campus, new students can connect with the university more easily and have immediate contact with other students who are adjusting to college life. Among the benefits of living on campus are:

- Live-in professional and student staff who are caring and sensitive to student needs and who have been trained to assist students in becoming successfully involved in college life;
- Immediate opportunities to become involved in service and leadership roles in the residence community through Resident Assistants (RA), House Councils, Residential Life Judicial Board, and the Residence Hall Association (RHA);
- An environment in which safety and security is a priority. Each residence hall has programs and policies for students that are designed to increase safety and security in the hall. Staff works with students to develop a partnership in creating and maintaining a safe environment. Staff members are on call each evening and are easily accessible in case of emergency. Security staff trained and supervised by University Police are on patrol in the residence halls and throughout the campus during the evening and early morning hours to help create as safe and secure residence halls as possible;

- Numerous programs and activities on topics related to academics, recreation, social events, and culture are planned and implemented by Residential Life staff members. This is an opportunity for you to socialize with your peers and expand your horizons;
- All of our residence halls are within easy walking distance of academic buildings, campus activities, sporting events, and student services such as advising, health services, and dining areas.

## DEPARTMENT OF RESIDENTIAL LIFE MISSION & Vision STATEMENT

Residential Life is committed to supporting the academic mission of NCCU by developing and maintaining living and learning environments that are comfortable and affordable.

### VISION

The vision of Residential Life is to become a student centered, dynamic, progressive, well run organization that is committed to:

- Providing clean and inviting facilities.
- Expanding scholarly experiences outside the classroom.
- Creating programs that support and encourage cultural and ethnic diversity.
- Technology enhanced services.
- Providing caring and competent staff members who offer quality customer service.

## Residence Hall Eligibility Requirements

Living in the residence halls at North Carolina Central University is a **privilege**, not a right. To be eligible for on-campus housing, you must meet the following requirements:

- Officially accepted as a student into the University;
- Registered as a full-time student (12 credits/semester for undergraduates, 9 credits/semester for graduate/law students, 6 credits per summer session);
- Must be admitted and eligible for the current **semester**.

The Director of Residential Life must approve any exemptions to this policy. All students shall have an equal opportunity to reside in student residence facilities regardless of race, sex, marital status, creed, national origin, sexual preference, or disability. Please note that separate housing is provided on the basis of sex and/or the building specific requirements listed below:

- **New Residence Halls, Building II:** Upper-class status, minimum G.P.A. of 2.0, and no

current disciplinary sanctions; (or within the current academic year). Students who violate University policy will be removed from the hall;

- **New Residence Halls, Building I:** Minimum 3.5 G.P.A. for Honors residents, minimum 2.5 G.P.A. for Teaching Fellows and Edmonds Scholars;
- **Rush Hall:** Junior classification or above;
- **Latham Hall 1<sup>st</sup> Floor:** Non-traditional age is defined as 25 years old or above;
- **George Street Apartments:** Graduate and Law students.

## RESIDENCE HALL STAFF

Residential Life has both professional and student staff trained to assist you with any issues or problems you may have while living in the residence halls. Please do not hesitate to contact our staff when you need help or have a question that needs answering.

### **Resident Assistants**

Resident Assistants (RA) lives with the residents on the floor. They are student staff members selected on the basis of their skills, interest, and activities that enable them to assist and advise students in getting the most from their experience at NCCU. Each Resident Assistant is trained in assisting and/or referring students with academic and personal concerns to the appropriate University official (e.g. Counseling Center, Academic Affairs, Registrar). Resident Assistant responsibilities include: getting to know each resident on the floor, familiarizing students with Residential Life and university policies and procedures, assisting with the implementation of policies and procedures, and serving as a liaison between residents and the Department of Residential Life. RAs also plan and implement social, recreational, and educational/cultural programs.

### **Assistant Resident Directors**

Assistant Resident Directors (ARD) are live-in graduate students who are responsible for assisting the Resident Director with the overall operation of the assigned residence hall by providing counseling to individuals or groups of students, and implementing programs in the hall.

### **Resident Directors/Graduate Resident Director**

The Resident Director (RD) or Graduate Resident Director is either a full-time or graduate student live-in staff member who is responsible for the general supervision and management of the assigned residence hall, the advising and personal/disciplinary counseling of individuals and groups of students, and the implementation of student programs.

## **Assistant Director for Administration**

The Assistant Director is directly responsible for providing leadership, planning and management of the Assignments Office. The Assignments Office is responsible for allocating 2,400 room assignments to Residential students. As such, the Assistant Director develops departmental policies, and procedures related to room assignments, direct the room selection and room change processes, serves as liaison with academic departments for special lifestyle housing (Teaching Fellows, Learning Communities, etc), maintains accurate student records and compiles statistical /historical data.

The Assistant Director participates in the training of full-time and paraprofessional live-in staff, and provides materials and instructions for administrative tasks as well as for major departmental events such as the opening and closing of the residence halls

## **Assistant Director of Residential Life for East, South, and West Campuses**

The three Assistant Directors of Residential Life are responsible for managing the operations within an assigned residence area. The Assistant Directors supervise the Resident Directors, Assistant Resident Directors, and Resident Assistants within their assigned areas.

The Assistant Director of Residential Life for East, South, and West is responsible for the recruitment, selection, and training of both professional and student staff. Also, the Assistant Director updates and edits all staff manuals, trains and advises and serves as the lead person in determining departmental programming needs and staffing.

### **Associate Director of Residential Life for Facilities**

The Associate Director of Residential Life for Facilities is a full-time professional who is responsible for coordinating the upkeep of the residence halls through repairs, upgrades, renovations, and preventative maintenance programs. He/she is the lead person in resolving physical plant issues that affect the quality of life for hall residents and staff.

### **Associate Director of Residential Life**

As a member of the Residential Life professional staff, the Associate Director of Residential Life has direct responsibility for the day-to-day management of the residence halls, and teaches the resident assistant class. The Associate Director supervises all the Assistant Directors for East,

### **A Word About....**

#### **Resident Assistant Recruitment**

Responsible, ambitious, caring, reliable, and conscientious students are needed to serve as RAs in the Department of Residential Life for the 2003 – 2004 academic year.

Watch for posters announcing the start of RA selection process in the middle of the Fall 2003 semester. If you would like more information, contact Ms. Willoree Kilgore, Assistant Director, at x6227.

South, and West and the Assistant Director for Administration.

### **Director of Residential Life**

The Director is responsible for the overall management of the Department of Residential Life, including overseeing the Residential Life budget, construction and renovation projects, and residence hall operations.

## **ON-CAMPUS LEADERSHIP OPPORTUNITIES**

One of the greatest opportunities open to you as an on campus student is easy access to leadership positions both within Residential Life and the general university community. Living in the residence halls allows you to become more involved in positions that can greatly affect the lives of you, your fellow residents, and all students at NCCU. Among the potential areas of interest are:

### **Residential Life Advisory Board**

The Residential Life Advisory Board (RLAB), composed of up to two student representatives from each residence hall, meets with the Director of Residential Life on a regular basis to discuss issues that directly affect residents in the halls. The RLAB serves as a consultative body to the Director and members are expected to solicit feedback from the residents of the hall where they live, and provide that input to the Director to assist in various policy-making decisions. The meeting schedule for the RLAB will be decided at the first meeting of the Board. If you are interested in being a member of the Residential Life Advisory Board, please speak to your Resident Director or Assistant Resident Director. If more than two residents from a hall are interested in serving on the RLAB, an election will be held to determine the two representatives from that hall.

### **Residence Hall Association**

When you live on campus, you become a member of the Residence Hall Association (RHA). The RHA serves as the representative body for all resident students, and all House Council send representatives to RHA meetings.

#### The main goals of the RHA is to:

- Provide coordinated and diverse programming to students living on campus,
- Serve as an advisory body to the Department of Residential Life with respect to departmental policies and student concerns,
- Collaborate with other campus organizations to insure balanced programming choices for

students, and

- **I**mprove the on campus residential facilities through the distribution of RHA fees for special projects.

RHA sponsors activities such as bands, movies, speakers, and lectures. If you would like more information about RHA, call the Residential Life at 530-6227.

### **House Council**

The House Council is a chance for you to get involved in planning and implementing programs within your hall, improve the general quality of life, and develop your leadership skills. House Councils help to create and maintain a sense of community in the residence hall, serve as a link between residents and Residential Life staff, and provide input regarding policies and procedures that affect residents. Elections for President, Vice President, Treasurer, and Secretary will take place within your hall early in the Fall semester. Keep a lookout for signs containing information about the House Council in your residence hall.

### **Residential Life Judicial Court**

The Residential Life Judicial Court hears and decides cases involving violations of judicial policies related to student conduct in the residence halls. The Residential Life Judicial Court is composed of thirteen (13) voting members elected by residents of the various residence halls, and two (2) ex officio, nonvoting members who are appointed by the Director of Residential Life. Hall representation on the Court is as follows:

<u>Residence Hall</u>	<u>Representative(s)</u>
Baynes	2
Chidley	2
Eagleson	2
George Street	1
Latham	1
McLean	1
New Residence Halls	2 (1 each building)
Rush	1
Annie Day Shepard	(Closed for Renovations)

Elections for the Residential Life Judicial Court will take place early in the Fall semester. If you

are interested in serving in this important position, please speak to your RA, ARD, or RD.

## TERMS OF HOUSING AGREEMENT

**I. RESIDENCE HALLS COVERED BY THIS AGREEMENT:** All residence halls are covered by this Agreement. Residential Life (also referred to as Housing) offers a nine-month Agreement for campus.

**II. PERIOD OF AGREEMENT:** The Nine-Month Agreement allows the student to live in the residence halls for the entire fall 2004 and spring 2005 semesters; or if entered into after the start of the fall semester, for the remainder of the fall and spring semesters. Students who cancel this Agreement will be assessed termination charges (refer to Termination Charges in Section XVII). The opening and closing of the residence halls will follow the schedule published in the Academic Calendar and NCCU Class Schedules.

**Note:** *All residence halls will be closed during Thanksgiving Break, Winter Break and Spring Break. Students will be required to leave their rooms during the break periods.*

**III. ELIGIBILITY:** Undergraduate students must be enrolled for a minimum of twelve (12) credit hours and graduate students must be enrolled for a minimum of nine (9) credit hours at the beginning of each semester.

**IV. ACCEPTANCE OF THIS AGREEMENT:** New students and students in off-campus housing will be assigned to residence hall rooms only after the Residential Life Application Form from the New Student Enrollment Handbook (new freshman, transfer or graduate students) or the Residential Life Application Form is completed (off-campus students). The student's signature on the Residential Life Application Form binds the student to this Residence Hall Agreement and signifies that the student has received, read and agreed to abide by all conditions, terms and policies contained in the Agreement.

This applies to all students who sign an agreement with Residential Life for housing. Continuing on-campus students will make their assignments through a room sign up process in the Spring semester. Copies of this Residence Hall Agreement may be obtained from the Residential Life office. A copy of the student's Residential Life Application may be obtained upon request from the Residential Life office.

**V. SEVERABILITY CLAUSE:** The provisions of this Agreement are severable, and in the event that any provision of this Agreement shall be determined to be invalid or unenforceable under controlling law, such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining provisions of this Agreement.

**VI. RESIDENCE HALL ASSIGNMENT:** Normal occupancy is two (2) students per room. In case of overflow, some rooms may be designated for triple occupancy on a temporary basis or some students may be temporarily assigned to other accommodations on or near NCCU.

Rooms are to be occupied only by the person(s) assigned to them by the Residential Life office. Room assignments are not transferable, and subletting is not permitted. Room changes are permitted only upon prior written authorization by Residential Life. If a student makes an unauthorized room change, the student will be assessed a \$50 administrative charge.

Residential Life may move residents for consolidation, disciplinary action, and facility failure or for other reasons, in response to unforeseen circumstances.

In accordance with state and federal laws, no discrimination in contracting or assignments is made on the basis of race, gender, religion, age, veteran status, color, disability, national origin or ancestry.

**VII. ROOM COSTS:** The room cost for the fall semester for continuing students is divided into two charges: A partial non-refundable charge and a balance. New students will receive a bill from the University Comptroller's Office for the full semester's room charge. The room cost for the spring semester consists of one payment in full. Rates are subject to change annually.

**VIII. RESIDENCE HALL FACILITIES AND RULES:** The residence halls are for the exclusive use of resident students, invited guests and authorized University personnel. Students are responsible for upholding University and residence hall rules, and will be held responsible for the behavior of their guests.

Conducting a business or sales or fundraising in residence halls is prohibited except as allowed under the Student Affairs Solicitation rule or regulation.

The living and study conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the University and students.

Therefore, Residential Life may make changes in official administrative policies as deemed necessary in the interest of health, safety, discipline or educational purposes, and students shall abide by such changes in policies. Residential Life rules and regulations are published in The Student Handbook and on the Residential Life website. Compliance with these rules and regulations is a condition of this Agreement. Failure to adhere to the written instructions regarding Judicial Board action or to comply with the reasonable directives of University officials acting in the performance of their duties may be deemed a violation of Residential Life rules and regulations.

**IX. MAINTENANCE AND HOUSEKEEPING:** Students are obligated to report any need for repairs to residence hall furnishings and equipment. Requests for repairs must be made through Residential Life. Students are expected to maintain their own rooms in an orderly, safe and sanitary condition.

**X. DAMAGE CHARGES:** Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, smoke detectors etc.), furnishings or equipment in a student room or suite will be assessed to the student(s) of

that room or suite. Charges for loss or damages to common area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (floor, suite or building) responsible.

**XI. KEYS:** Keys are the property of the University and must be returned when students move out of their rooms. Failure to return keys will result in charges to the students to cover the replacement of keys and changing of locks (room/suite).

**XII. RIGHT OF ENTRY:** The University reserves the right to enter student rooms for the following reasons: emergency, repair, maintenance, health and safety inspections and administrative necessity.

**XIII. LIABILITY:** The University assumes no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in the residence halls. **Students are encouraged to carry personal property insurance.**

**XIV. UTILITIES:** The room charges include all utilities except long distance telephone service. Failure of utility services will not render the University liable for inconvenience to students or damage to property, nor reduce room rents, nor relieve students of obligations under the Agreement. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance.

**XV. TERMINATION OF AGREEMENT BY THE UNIVERSITY:** Upon reasonable notice and for good cause, the University reserves the right to terminate this Agreement. Should this Agreement be terminated, the student will be required to vacate the residence hall within 24 hours unless special written permission has been obtained from the Director of Residential Life or a designee, and full termination charges will be assessed to the student. Student obligations stated in this Agreement are a condition of occupancy, and if a student does not fulfill these conditions, the University has the automatic right to re-enter and repossess the premises. Residential Life will in its discretion deny on-campus housing to new applicants and continuing students who have been convicted of a felony, if it appears that they have a personal history that presents an unacceptable risk to the residence hall community.

If a decision is made to deny on-campus housing prior to check-in, all charges will be credited to the student's account. If a decision is made to deny housing after the student is on campus, the student will pay a daily rate until the room is vacated. All other charges will be credited.

Residential Life has zero tolerance for alcohol and illegal drug possession and use in any campus residential facility. Possession of illegal drugs, drug paraphernalia, etc., is in direct violation of our residential community standards. Any resident found guilty of possession through the process outlined in the Student Code of Conduct, will be evicted from Residential Life and will be responsible for payment of the entire semester's room rent.

**XVI. TERMINATION OF AGREEMENT BY THE STUDENT:** The student may terminate this Agreement by giving written notification to the Residential Life office and will be assessed termination charges as outlined below (Section XVII.). If the student has occupied the assigned room, he/she must follow proper check-out procedures. Occupancy is defined by issuance of a key to the student for a specified room and does not require actual physical presence by the student and his/her possessions. Failure to check out properly will result in a \$50 improper check-out charge. Cancellations processed through other University offices are not valid. Students must contact the Residential Life office directly to terminate Housing Agreements.

**XVII. TERMINATION CHARGES FALL UNDER THE FOLLOWING CATEGORIES:**

Daily Charges are calculated by dividing the number of days (check-in through last day of exams) per semester by the room cost.

A. Buyout exception for category E: A student may find another student (not a current resident) to buy out the remainder of the Agreement. The student must meet all eligibility requirements to live on campus. Both students must contact the Residential Life office to process the buyout option.

B. Students evicted from Residential Life will be responsible for payment of the entire semester's room rent.

C. Daily Charges apply to Co-op, National Student Exchange or International Student Exchange Program participants and academic suspensions canceling room assignment.

D. \$100 Charge:

1. Students for the fall who cancel by June 30
2. Non-registered students for the fall or spring who cancel or do not move into the residence halls prior to the first day of check-in

E. Registered students who cancel on or after July 1 up to the first day of check-in will pay 50 percent of the price of the full Agreement term (one semester's charges).

F. Withdrawing from the University: Students will be charged the daily rate based upon the date of checkout from the residence hall.

G. Summer Sessions Only:

1. \$100 charge for students who cancel or do not move into the residence halls prior to the first day of check-in.
2. Fifty percent (50%) of the remaining session cost plus daily charges for students moving off campus during the session.
3. Non-registered students will pay \$100 plus daily charges.

**XVIII. EXCEPTIONS TO ANY PROVISION OF THIS AGREEMENT:** Residential Life has the discretion to waive any requirements that the Agreement imposes on students in any case where a student seeks a waiver due to special circumstances. To request an exception, the student should obtain a petition form from the Residential Life Office, Suite G6 Student Services Building, and complete the same, explaining the nature of

and reason(s) for the request. The completed petition should be returned to the Residential Life Office. Once the petition is received, it will be investigated and the student will be informed of the decision in writing. Petitions of charges older than one academic year will not be allowed.

## SOME COMMONLY ASKED QUESTIONS

### **I am a returning student who lived on-campus last year; do I need to read this handbook?**

Absolutely! This handbook, which is updated annually, contains important information in one easy referenced location, including discussion of policies and procedures that can affect your residence hall experience. Changes, additions, and modifications to various policies are included. Please read this handbook carefully and keep it for future reference. Please note that you are expected to know and abide by all policies, procedures, rules, and regulations contained in this handbook, along with those in the *Terms of Housing Agreement* and *The Eagle-Eye Student Handbook*.

### **Where is the central office of the Residential Life?**

The Residential Life **central** office is located on the ground floor of the Student Services Building (formerly the Old Women's Gymnasium). Our telephone number is 530-6227.

### **Can I withdraw from my residence and get a full refund?**

No. A total room fee refund is not possible once you have accepted the keys to your room and/or the residence halls have officially opened. See page 7 for more information regarding your housing contract.

### **Where do I go to get my mail?**

All student mailboxes are located in the basement of the Alfonso Elder Student Union.

### **How do I get into my residence hall?**

In all residence halls, except for Chidley hall, your NCCU I.D. card is used to provide you with access to your residence hall. By swiping your card through the card reader located in the entrance to your residence hall, you will unlock the front door for a limited time to allow entry. Please be advised that your card will work only on the card readers located in your residence hall, not other halls. In Chidley Hall, a proximity reader is in place, which allows you to enter

## **A Word About....**

### **Common Area Damage Billing**

The best way to avoid being billed for common area damage on your floor is to contact Residential Life staff or University Police when you see suspicious activity occurring. Rarely do serious acts of vandalism take place without anyone witnessing them!

Group billing for common area damage will begin the **first** time items in hallways, lounges, study rooms, stairwells, and elevators are damaged and no culprit is identified.

the hall by waving a specially designed card near the reader. You don't even have to remove the card from your wallet!

### **What if my card won't open the door to my residence hall?**

If your card won't work on the card reader, please contact our office at x6227 for assistance. If the Residential Life **central** office is closed, you must contact University Police at x6106 to gain access to your hall. Among the possible problems: your card stripe is unreadable to the system, you have a new I.D. card, or the card access system is malfunctioning.

### **Who pays for room and common area damage beyond normal wear and tear?**

Roommates are both responsible for any damage in the room, unless one person committed the damage and can be held responsible. For common area damage where it is not known who is responsible, the entire floor or building will share the cost equally.

### **May I decorate my room?**

Yes, within reason. We encourage students to decorate their rooms as long as health or fire hazards are not created, the condition of the room is not altered, and roommates are in agreement regarding the decorating plans. Also, do not decorate in a manner that might cause damage to your room and result in a damage bill. For example, placing stickers on doors and walls or putting nails into walls is beyond normal wear and tear, and thus is billable.

### **Will the housekeepers clean my room?**

No, the housekeepers clean all common areas (hallways, lounges, study rooms) and hall bathrooms. You and your roommate are responsible for the cleaning of your room. Residential Life does not provide cleaning supplies (e.g. broom, mop, cleanser), so we encourage you to bring them with you or purchase them when you arrive.

### **My air conditioner is not working. Will you repair it?**

We will if it is an air conditioner owned by Residential Life. Due to the shortage of staff, we cannot repair air conditioners owned by students. If your NCCU air conditioner is experiencing problems, please speak to your Resident Director. Please do not call Physical Plant to repair personal air conditioners.

### **Can I cook in my room?**

It depends. Hot plates, burners, microwaves, and other cooking appliances are not allowed in the residence halls. However, microfridges (combination refrigerator/microwave) meet building codes and can be rented through Residential Life. These units allow you to cook meals in your room by using the microwave unit.

### **What other appliances can I have in my room?**

You can have clocks, radios or stereo sets, TVs, desk lamps, and electric fans, provided such items are plugged within your room. Air conditioners are permitted, but, for safety reasons, **must** be inspected by Residential Life staff to ensure that they are properly installed. Improperly installed air conditioners will be re-installed by Physical Plant staff. There is a \$15 charge for this service.

### **What is the visitation policy?**

You may have same sex guests at any time, while guests of the opposite sex are allowed in your residence hall only during approved co-ed visitation hours. In co-ed halls, guests of the opposite sex are allowed in your room only during co-ed visitation hours, and must be registered with the Residential Life office of your hall.

### **Can I have overnight guests?**

Yes, you may have overnight guests of the same sex, but you must have the approval of your roommate. Guests cannot stay in your room for more than 72-hours within a 10-day time period, and/or must immediately leave the room when requested to do so by the roommate or a Residential Life staff member.

### **What is the room change procedure?**

If you wish to change your room assignment, you must meet with your current Resident Director to discuss reasons for the room change. If the Resident Director approves the request for reassignment, you will be given a *Room Change Approval* form, which you take to the **central** office of Residential Life to initiate the room change process. The process is as follows:

- Residential Life central office staff member determines if vacancies exist in the hall where you want to move;
- You receive approval to move to new residence assignment;
- You proceed to the residence hall where new room is located to get room key;
- Move your belongings from current to new room. Key to old room is returned to residence hall office as soon as move is completed;
- In any room change, you must be checked out of your current room and checked into your new room;
- You must move out of current residence assignment and turn in room key within 48 hours of receiving keys to new assignment. Failure to do so will result in \$25.00 improper checkout charge assessed to your account.

- Your I.D. card will be modified to allow you access into your new residence hall. After 48 hours, you will no longer be able to use your card on the access system in your old hall. You do not need to get a new I.D. card.

**What do you mean by a “Zero Tolerance Policy” in regard to drugs and alcohol?**

Simply put, anyone found guilty of having drugs and/or alcohol in the residence halls will be removed from on-campus housing, and will not receive any refund of the housing fees.

**Are there laundry facilities in the residence hall?**

Each building has laundry facilities, consisting of washers and dryers. The location of these facilities in each residence hall is as follows:

Baynes.....	On each floor near elevator area
Chidley.....	1 <sup>st</sup> floor of Main
Eagleson.....	On each floor near elevator area
George Street.....	Basement
Latham.....	Basement
McLean.....	Basement
New Residence Halls...	Closed
Rush.....	Basement
Annie Day Shepard.....	Basement

**How safe are the residence halls?**

Generally speaking, the residence halls are relatively secure, as is the rest of the campus. However, incidents do occur in the residence halls. You are strongly encouraged to keep your room door locked, not prop open exterior doors, and report any suspicious individuals to a Residential Life staff member or University Police. Please refer to the *Residence Hall Safety* section on page 14 for more information on safety and security issues.

**Are there quiet hours in the residence halls?**

Yes! All residence halls have quiet hours and are subject to 24-hour courtesy hours. Courtesy hours mean that noise levels are to be kept down to ensure an environment conducive to studying. It also means that if you are asked to lower the noise level coming from your room, you are required to do so. The quiet hours for each residence hall is:

- Sunday through Thursday: 10 pm - 10 am

- Friday and Saturday: 12 Midnight - 10 am

Repeated violations of quiet hours and/or noise regulations will result in disciplinary action. For example, more than two (2) violations of quiet hours and/or noise regulations as a result of the use of stereo equipment will lead to the removal of the stereo equipment from the residence hall. Please note that the first floors of both new residence halls are 24-hour quiet, non-smoking floors.

### **Do I need personal property insurance?**

Absolutely! We strongly encourage you to get personal property insurance. If your parents have homeowner's insurance, check to see if you are covered by their policy. We are not liable for the loss, theft, or damage of any property belonging to residents. You should have received information about property insurance in your room assignment letter. If not, please stop by the Residential Life central office (G-06 Student Services Building) for more information.

### **Other than rent, is there other housing charge I may be responsible for?**

Your room fee includes all utilities, basic cable service, and local phone service. Usually, there will be no other costs incurred unless you fail to meet certain obligations or violate policies. For example, an improper checkout at move-out time will result in a \$25.00 charge, or replacing a lost room key costs (Change) \$25.00. You will also be held responsible for room or common area damage beyond normal wear and tear. Please refer to page 20 for a price list of the most common damage charges.

### **If I have other questions, whom can I speak to?**

Your Resident Assistant should be the first person to speak to regarding housing issues. He/she is a valuable resource person, who plays a vital role in maintaining a high quality of life for our residents. Also, the Resident Director is available to assist you with any questions, discussing concerns, and solving problems.

## **LIVING WITH A ROOMMATE**

There are few college experiences as memorable as living with a roommate in the residence halls. Many lifelong friendships have had their beginning as two students assigned to live together in a residence hall room. However, there are few events as stressful as a conflict with your roommate. Living successfully with a roommate requires flexibility and a willingness to communicate in an honest, yet tactful, manner. It is a good idea to sit down with your roommate during the first few days of the school year and discuss situations that might lead to conflict or stress. Among the questions you might want to consider and compare with your roommate:

- What time do you go to bed at night and wake up in the morning?

- Do you study best with the stereo on or off?
- Are you a neat and tidy person or a little more casual in your approach to room cleanliness?
- Do you like to have guests all the time or do you prefer that your room be your place to get away from it all?
- Do you mind sharing your belongings with your roommate? If so, what are you willing to share? Your money, clothes, car, etc.?

Keeping open clear lines of communication with your roommate can go a long way toward creating a successful, enjoyable, and productive living situation. If a problem arises that you cannot work out, contact your Resident Assistant, who may be able to help you and your roommate work out an acceptable solution. If you believe you are in need of mediation services, please see the section on mediation below.

### **The Roommate Bill of Rights**

As a resident, you possess rights that must be held in high regard by others. The Department of Residential Life can't insure that all residents' actions will always be in line with these rights. If you believe that your roommate rights are not being respected, please speak with your RA, ARD or RD as soon as possible. They will work with you and your roommate to address any issues or problems. We offer these rights as guidelines for you to use when interacting with others. These rights carry with them a **reciprocal responsibility** on the part of the individual to ensure the same rights for other residents.

- The right to engage in those physical, educational, and social pursuits that are a necessary part of his or her University life;
- The right to read and study free from undue interference in his/her room;
- The right to sleep during the night undisturbed, the right to his/her personal belongings, the right to a clean environment, and the right to free access to his/her room and other residence hall facilities during the period that the residence halls are open to students;
- The right to redress grievances and initiate actions and referrals for impartial and fair adjudication through proper channels;
- The right to be free from fear, intimidation, physical and/or emotional harm, and the imposition of sanctions apart from due process;
- The right to personal privacy;
- The right to expect a roommate to respect one's personal property;
- The right to host guests with permission of his/her roommate and within the guidelines established by the Department of Residential Life.

## **Avoiding Roommate Conflicts**

Although all residents have the roommate rights outlined above, they are subject to each person's interpretation, and thus negotiation between roommates is often necessary. Negotiating actual or potential areas of conflict will enable roommates to avoid conflicts or lessen any disagreements that arise. Successful negotiations and maintaining open lines of communication are essential in building trust and creating a positive living experience. To maintain a good relationship with your roommate:

- Regard your roommate as an equal partner in the room;
- Respect and try to understand your roommate's feelings and opinions;
- If something is bothering you regarding your living situation, discuss it with your roommate as soon as possible;
- Address the issue of using each other's personal items clearly and as soon as you can;
- Be flexible and open when negotiating a solution to a problem.

## **Mediation**

Sometimes, even with the best efforts of all parties, there are instances where mediation is necessary to resolve roommate conflicts. In mediation, an objective person not involved in the conflict engages both parties in an attempt to resolve the situation. The mediator attempts to ensure that a discussion free of emotion and anger takes place, and a mutually agreeable resolution is found. Mediation is effective in removing the roadblocks that result from a situation where strong emotions or feeling are involved. Many of our Resident Directors and Assistant Resident Directors are certified mediators, and can assist you in resolving a conflict with your roommate or others in the residence halls. Please contact you RA or RD for more information.

## **RESIDENCE HALL SAFETY**

Of primary concern to most students is residence hall safety. After all, the residence hall is where you will live for the next nine months, and you want your home to be safe. Sad to say, one of the greatest threats to the safety of our residents comes from the actions of other residents. Exterior residence hall doors are propped open by residents who have lost their I.D. card or are unwilling to walk the extra hundred yards to the nearest door with a card reader. Other students will enter the building and allow access to persons who should not be in the residence hall.

Like a chain, the security of the residence halls is only as strong as its entire links. For instance, if just one resident leaves a door to the hall open, the safety of everyone in the hall is at risk. All residents must constantly be security conscious and should report any potentially dangerous situations to a Residential Life staff member or contact University Police at x6106.

### **Safety Tips**

All of us bear responsibility for our own safety. You can increase your safety level by being cautious, aware of your surroundings, and following the safety tips outlined below to help in maintaining a safe and secure residence hall.

- Never prop open public doors that should be closed and locked;
- Do not allow strangers into the building;
- Always lock your door with your room key, even if you will be gone for only a few minutes. It takes a thief only a few seconds to get in and out of your room;
- Lock your room door when taking naps or going to sleep;
- Never leave your keys or valuables out in the open;
- Report lost room keys immediately. Residential Life can change your locks quickly, which will ensure that you and your possessions will remain secure;
- Avoid walking anywhere alone at night if possible. A campus escort service is also available, along with a campus-wide shuttle service. Utilize these services!
- Avoid Phone scams. Many criminals will target residence hall rooms with various illegal scams. Do not give out credit card numbers, your social security number, address, and other personal information. If an offer made to you seems too good to be true, it probably is – don't be a victim of a scam!
- Do not tamper with doors or the card access system;
- Immediately report any suspicious persons to University Police (x6106), or your residence hall staff.

### **A Word About....**

#### **Tampering with Fire and Safety Equipment**

It is a violation of NC General Statute §14-286 and NCCU rules and regulations to tamper with fire alarm systems and safety equipment (e.g. fire extinguishers, sprinkler heads). Anyone unnecessarily setting off or tampering with the fire alarm system will be subject to referral to the appropriate judicial procedure and the civil authorities for prosecution under NC law. You may be denied on-campus housing privileges, and subject to financial responsibility for the cost of repairs and/or damage to property.

## University Police

The University Police office is located in Cottage #1 on Fayetteville St. In an emergency situation affecting the safety of University residents or property, this office should be notified at x6106 or x911. If at any time you feel threatened with physical harm, contact the University Police immediately. Police officers patrol the campus and are available to respond to calls 24 hours a day. Blue-light phones, located throughout campus, connect directly to University Police.

## Access

Our focus is reasonable security. In the University's ongoing effort to provide residential students with reasonable, but still effective, security measures, all halls are equipped with card access readers except George Street Apts.

Students assigned to residence halls are required to use their University identification cards (ID Card) or access card (Chidley Main and Annex) to gain entry to their residence hall. It is essential that you carry your ID card at all times. Since all halls are locked 24 hours per day during academic year.

To enter your building, slide your ID card through the card access reader located at the front entrance of the building. Sliding the card through too quickly or too slowly may result in a "MIS-READ." Once the reader "recognizes" you the door lock will click open. You have only a few seconds to enter the building before the door locks again. Each student's ID card operates only in the card access reader of the hall/area to which he or she has been assigned.

If your ID card does not work, use the outside phone to call the front desk. Tell the staff member on duty that you have your ID card but it is not granting access. The staff member will let you in to check your ID card and verify that you live in the building. If your ID card is not working, be sure to have your ID card checked in Residential Life on the next business day.

If you have forgotten your ID card, you will need to gain entry to the building by using the outside phone and calling a roommate or friend inside the building. This person will need to come to the front door to escort you in to the building. Once inside the building, you must be verified as a resident by the staff member on duty at the reception desk.

**Hall** residents must sign in all guests at the reception desk. The guest must present some sort of picture ID. If the guest does not have a University ID, a driver's license, or some other government issued photo ID, entry to the building will not be allowed.

If you wish to enter a residential facility in which you do not live, use the outside phone to call the resident you wish to visit. It is the responsibility of the resident to come to the front door and allow you to enter, to register you as a guest after 8:00 p.m., and to escort you the entire time you are visiting with the resident.

UNDER NO CIRDUMSTANCES SHOULD YOU LEND YOUR ID CARD TO ANOTHER PERSON FOR ACCESS TO YOUR **RESIDENCE HALL** OR ALLOW SOMEONE YOU

DON'T KNOW TO ENTER **THE BUILDING**. Such a breach of security endangers all residents and is a violation of Residential Life rules and regulations.

### **Condition of Living Unit**

Residents are responsible on an ongoing basis for the cleaning of their own rooms, suites, and apartments. When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original and satisfactory condition. Failure to do so will result in charges to the residents of the room.

### **Emergency Phones**

At various locations across the campus, emergency phones have been installed for your use. The blue light above the phone unit readily identifies these phones. A call can be placed to University Police by simply pressing the call button on the phone. When activated, the phone allows you to speak with a police officer, and provides University Police with the caller's location. Thus police can be dispatched to an emergency situation even if the caller is unable to speak.

### **Health and Safety Inspections**

All campus residences will be inspected prior to the end of each semester in order to insure compliance with health and safety standards. Advance notice will be given to residents regarding when the health and safety inspection will occur each semester.

The entire living area will be inspected. In apartments, particular attention will be given to the bathroom, kitchen and other common living areas. Residents who do not pass the inspection will be given 48 hours to make the necessary changes. If the second inspection results in a failure, residents may be referred to student court and/or cancellation of the residents' housing contract may occur. The Department of Residential Life reserves the right to schedule a special health and safety inspection of any residential unit and/or public area space if the condition warrants concern.

Examples of health and safety violations include:

1. Having any animals (other than fish in properly maintained aquariums) in University housing. Guide dogs will be permitted in the residence halls with the approval of the Director of Student Support Services.
2. Placement of common area (floor lounge, seminar room, lobby, etc.) furnishings in a student's room, suite, or apartment.
3. Failure to properly prepare the residence hall rooms for Winter break when the residential facilities are closed.
4. Possession of prohibited appliances and grills (see page 19).

5. Failure to pass the second inspection, after failing the first inspection.
6. Extension cords with more than one device without a power strip.

Subsequent violations will result in additional charges and may result in a referral to student court and/or cancellation of a resident's housing contract. Written appeals regarding health and safety inspections should be sent to the [Associate Director of Residential Life for Facilities](#).

### **Occupancy and Occupancy Checks**

Occupancy begins when a student is issued a room key and terminates when the key is returned and proper check out procedures have been followed. Occupancy checks are completed twice during the beginning of each semester. The purpose of occupancy checks is to accurately verify the assignment status and occupancy of every student living in residence at NCCU. RAs attempt to physically see every resident and ask residents to sign a roster verifying occupancy.

### **Nuisance/Abusive Phone Calls**

If you receive prank, abusive, and/or obscene phone calls, please contact University Police and file a report. Also, inform you RA and/or RD about this problem. In dealing with these types of calls, it is generally best not to spend much time speaking on the phone. As soon as you realize that you have an obscene caller on the line, immediately hang up. Many times, what these callers want to hear is a shocked or upset reaction from you.

### **Verbal/Physical Abuse**

Threatening, intimidating, physical abuse, and/or verbal abuse of anyone is a violation of the Student Code of Conduct, and will not be tolerated in the residence halls. Such behaviors are grounds for disciplinary action. If you are a victim of any type of abuse, please contact a Residential Life staff member or University Police as soon as possible to file a report. Also, the Department of Residential Life will not allow its staff members to be subjected to abuse of any kind, especially when in performance of their duties. Conduct of this nature will result in disciplinary action taken against offenders.

### **Medical Emergencies**

In cases of medical emergency, of primary importance is receiving any needed assistance. If possible, contact your RA or University Police at x6106 and inform them of the nature of the medical emergency. University Police, based on the information that you provide them, will be able to provide you with an emergency response in the quickest possible time. After assessing the situation, University Police can decide whether to contact the local ambulance service. It is imperative that you provide University Police with explicit, yet concise, information on the injury, the person's condition, and any other pertinent information. If time allows, please contact your RA, Graduate Assistant (ARD), or Resident Director (RD) for further assistance.

### **Severe Weather Situation**

In the event of a severe weather situation (e.g. hurricane, tornado), the procedures outlined below have been designed to ensure the safety of all residents and staff members. If you become aware of an impending severe weather situation, please contact your RA or RD as soon as possible for any specific instructions. The following locations have been designated as "safe" areas within each hall:

Baynes.....	1 <sup>st</sup> Floor Lounge
Chidley.....	Basement (annex)
Eagleson.....	1 <sup>st</sup> Floor Lounge
George Street.....	Basement
Latham.....	Recreation Room
McLean.....	Basement
New Residence Halls..	Main Lounge (2 <sup>nd</sup> floor)
Rush.....	Recreation Room (Basement)
Annie Day Shepard.....	Closed for Renovations

In any severe weather occurrence, please:

- Lock your room;
- Do not take personal belongings to the safe area other than a flashlight and a pillow;
- Be sure to wear shoes/sneakers;
- Remain in the designated safe area until informed by a Residential Life staff member that it is safe to leave;
- Cooperate with all staff members and follow all instructions.

**In Any Emergency Situation, Remember:**

- Be calm. Don't shout or raise your voice unless absolutely necessary;
- Don't be afraid to ask questions;
- Follow the directions of any Residential Life or University Police staff members. Don't argue or refuse to follow any directions;
- Worry about your safety first: your property can always be replaced, your life cannot;

- Always minimize risk to yourself and others. In deciding what to do, consider the possible consequences of the action being taken or of not doing anything.

## FIRE SAFETY AND EVACUATION PROCEDURES

In case of a fire alarm, all residents must vacate the building until the situation is resolved. It is imperative that you cooperate in the evacuation of the residence hall and follow the instructions of university staff. Failure to vacate the building during a fire alarm/drill will result in disciplinary action and a fine of \$100.

### Fire Safety Tips

- Do not take any chances with a fire because even a small one can get out of control. In case of a fire, the alarm should be activated by using an Alarm Pull Station;
- Do not tamper with any smoke or heat detectors. The system is very sensitive. All residents are responsible for the detectors in their rooms;
- If you are in a room where a fire starts, leave quickly. Close door to confine the blaze to that one room for as long as possible. **DO NOT LOCK YOUR DOOR;**
- Always close the door to your room when you go to bed. Many people have been killed in their sleep by rising heat and toxic gases even before they knew there was a fire;
- If you smell smoke, do not open your door until you feel the door with your hand. If it is hot, leave it closed, go to the window and call for help;
- Know the locations of all fire exits, fire alarm pull stations, and fire extinguishers;
- Extinguish all cigarettes and matches in ashtrays. Do not smoke in bed;
- If you are trapped in a room on an upper floor, make yourself as conspicuous as possible. This will assist fire department personnel in determining your location. Go to a window and call to persons below to attract their attention and/or wave a brightly colored cloth.

## RESIDENTIAL LIFE POLICIES AND PROCEDURES

In a group living situation, it is important for you to understand your rights as a student and your responsibilities to others. The rights to study and sleep are considered paramount in the residence hall environment. The primary goal of students at NCCU is to pursue an education. It is your responsibility to follow the guidelines created to ensure that students have a living environment that complements the educational mission of the university. By signing your *Terms of Housing Agreement* and moving into your residence assignment, you are agreeing to abide by

the policies and procedures of Residential Life and the university, along with all rules and regulations.

## Resident Responsibilities

As a member of the residential community, you are expected to:

- Understand and comply with all rules, regulations, and policies governing living in the residence halls;
- Act in a manner that demonstrates respect and consideration of fellow students and staff;
- Respond to and comply with verbal and written instructions of Residential Life staff, including meeting with Residential Life staff when requested to do so;
- Be aware of all rules, regulations, policies, and procedures stated in this handbook, housing contract, and Student handbook.

## Assignments

Housing assignments are made without regard to race, age, religion, sexual orientation, or national origin. New students are assigned by considering their date of application, specific requests, and available space. Only upper class and non-traditional students may live in suites, and only graduate students and Law Students may live in apartments. Roommate requests are considered whenever possible, but only if students request each other at the time of application. Any student requiring special accommodations as a result of medical need must submit appropriate written documentation from a health care provider regarding the disability and what special accommodations are needed to the Student Health Services at the time of application for housing or when re-applying for the following year.

## Alcoholic Beverages

North Carolina Central University prohibits the sale, possession, and/or consumption of alcoholic beverages (hard liquor, beer, and wine) on campus. Please note that the possession and displaying of empty alcohol bottles/cans are not permitted. If you are found responsible for

## A Word About....

### The Importance of Civility

One inescapable fact of residence hall living is that a large number of students live in close proximity to each other. Disputes, personality differences, and general disagreements are certain to arise.

While living on-campus, it is essential that all members of our community respect the rights of fellow residents, including the rights to privacy, property, study, sleep, and to equal access to all Residential Life facilities. In order for the residence hall experience to be a positive one for all, there must be a spirit of mutual respect and cooperation. Please do your part by being courteous, considerate, and respectful of others. We will all benefit

possession of Alcohol, you are subject to removal from housing.

## **Bathrooms**

Due to the increasing number of complaints received by Residential Life, it has become necessary to make a formal statement regarding the appropriate use of residential bathroom facilities.

The policy is:

1. A resident of the building must escort to and from the appropriate bathroom guests in residence halls. At no time, should anyone be in a bathroom designated for the opposite sex.
2. In buildings with apartments and suites that do not have public restrooms, guests of the opposite sex may use the unit's bathroom.

**3. Residents of the same sex are not permitted to use the same shower simultaneously in any residential facility. The Residential Life staff will respond to complaints received about violations of this policy. Violations will be dealt with via disciplinary warnings and/or referral to student court. Repeated violations of this policy could result in cancellation of the housing contract.**

## **Break Closings**

During Thanksgiving, Winter, and Spring Breaks, the residence halls will be closed, and students will be required to vacate their rooms. During this time, residence hall staff will make safety checks of all rooms. Information on break closing will be distributed within 1 to 2 weeks before the halls close. Please note that your room fee does not cover break periods.

## **Bulletin Board Guidelines**

General-purpose bulletin boards are provided at several locations on campus. Bulletin boards are for your use as well as for the posting of University information and official notices. Please help keep the boards current by removing what you put up after it is outdated. Inappropriate or offensive notices will be removed. Posting notices on walls, mirrors, windows, or doors often results in damage from tape marks and is prohibited. Exterior campus bulletin boards may be used for commercial purposes, information purposes, or for solicitation of charitable contributions. Any person or group may use them whether affiliated or nonaffiliated with the University.

All items to be posted in the residence halls must be stamped and approved by the RD of that hall/area prior to posting any materials. RDs have posted office hours and are available at that time for approving posters and signs. Failure to obtain the RD's stamped approval will result in the immediate removal of the materials. All approved notices will be removed at approximately two-week intervals.

Outdoor kiosk bulletin boards are available for campus information and announcements of interest to the University community. Information on the use of these kiosks may be obtained from the Alfonso Elder Student Union. No notice, advertisement, or document of any kind should be attached to any wall, door, or other surface (other than bulletin boards provided for such purposes). Damage to walls or other surfaces resulting from violation of this policy will require that the individual responsible pay the costs of repair and may be subject to criminal penalties under N.C.G.S.14-132.

### **Cable TV**

Cable TV is available to all on-campus students and its cost is included in the room rental. Students are responsible for providing a cable connector wire from the outlet to the TV. If you experience any problems with cable TV service, please come to the Residential Life central office.

### **Computer Jacks**

All residence hall rooms are equipped with two computer jacks that provide high-speed Internet access directly from your room.

Also, the University acts as your Internet Service Provider (ISP), which means you do not have to pay a monthly fee to providers such as AOL or MSN. In order to use the computer jack, your computer must meet the following specifications:

- **If you have an IBM-compatible desktop computer**, the requirements to use this system are: Windows 95 or 98 operating system, 16 MB RAM, Internet browser software (e.g. Netscape, Microsoft Explorer), Ethernet '10BaseT' network interface card (NIC), and an RJ-45 network cable.
- **IBM Compatible Laptop owners** need the same as desktop units except for a PC/MCIA Ethernet card instead of an Ethernet '10BaseT' card.
- **Mac users** should have a Power Mac with 16 MB RAM, Ethernet '10BaseT' card, and Internet browser software (e.g. Netscape, Microsoft Explorer), and RJ-45 network cable.

If you have questions regarding this service, please do not hesitate to contact the Residential Life Office.

## **A Word About....**

### **Floor Meetings**

Floor meetings are an important component of residence hall living. Planning for events, sharing of information, and a chance for floor residents to interact are reasons why floor meeting are held.

Except for an occasional mandatory meeting, it is your decision whether to attend floor meetings. However, please note that you are expected to abide by any new rules, regulations, policies, and/or procedures shared at floor meetings. If you miss a floor meeting, please see your RA to learn what was discussed.

## **Consolidation of an Accidental Single**

The consolidation policy is intended to allow students who are interested in having a single room obtain one, to make the best use of residential space, and to be fair to students who have already paid for single rooms. We, therefore, require any student identified as living alone in a room designated as a double (whether because the roommate cancelled, didn't show up, or moved to another room) to accept one of the following actions:

1. With residential Life approval, move in with another student living alone in a double room or move to any available suite space (freshmen may not move to suites or apartments);
2. Have another student to move into the double (subject to Residential Life approval);
3. Sign a single room contract addendum for the remainder of the semester (singles cost more per semester and the charge begins from the date of the signing of the single room contract addendum);
4. Call the Residential Life, request a new assignment, and consolidate with the assigned new roommate. The student whose contract application came in later will be the student expected to move to the other student's room. A Residential Life staff member will then notify each student of his/her consolidation partner, who is expected to move, and by when the move must be completed. Consolidation will be done on an ongoing basis throughout the fall semester and during spring semester until the Room Selection process begins, and will begin again following the first scheduled room change period during the spring semester. To implement the policy, the Assignments Office will send a letter of notification (together with a list of students in a similar position) to each student subject to the consolidation policy, giving those students a specific deadline by which to comply with the policy. Any student who takes none of the suggested actions to comply with the policy by the deadline stated in the consolidation letter will then be billed for a single room.

## **Cooking Appliances**

Because of fire hazards, sanitation regulations, and excess draw, hot plates, burners, microwaves, and other cooking or heating appliances are not permitted in the residence halls. You may have a small refrigerator (not greater than 4.2 cubic feet in size), and we encourage you to consider renting a microfridge from Residential Life.

## **Damage Billing - Room**

Damages to student rooms are the responsibility of the occupant(s). All roommates will equally share damage charges unless the written notice is given to the Resident Director of the person(s) responsible for the damage or culpability can be determined in another manner. When you first move into your room, please check your Room Condition Report (RCR) very carefully. By

signing the RCR, you are accepting financial responsibility for the condition of the room as described in the RCR. If you have any concerns about the contents of the RCR, bring it to the attention of your RA as quickly as possible.

Faulty equipment and damages should be reported to a staff member. If there is damage in a room, do not attempt to repair it yourself because this often increases the cost. University personnel are available for that purpose.

### **Damage Billing - Common Area**

Damage to common areas is the responsibility of each resident. The Department of Residential Life has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Excessive room or common area damage may result in the reassignment of those individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that is a wing, floor, or whole building.

Common area damage charges are used to assist in repairing or replacing damaged items. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of the items. Common area damage assessment amounts are not appealable, as they are not fines. Assessment costs include the time, materials, and administrative expense required for correcting unusual cleaning or damage situations. The minimum billing charge is 5.00 per person.

It is important that a reasonable level of cleanliness be maintained in residence hall areas. If it is determined that the cleanliness level in a room, suite, or apartment is unacceptable, the resident(s) will receive a written notice to have the space cleaned within 24 hours or will be financially responsible for the actual cost of cleaning the room (\$25 minimum charge). A similar notice and charge apply to excessive trash in any living areas.

### **Damage Charges**

Below is a price list of average charges for various damages. Please note that these are only average prices, and are subject to change or modification. Also, this price list is not all-inclusive. Charges for items not included below will be assessed on an individual basis, based on the actual cost of repairs and/or replacement.

<u>Windows and Screens:</u>		Replace blinds	\$50.00
Replace screen (aluminum)	\$25.00	Repair blinds	\$15.00
Replace screen (wood)	\$25.00	Replace shades	\$35.00
Re-hang screen	\$15.00	<u>Painting:</u>	
Replace windowpane (each)	\$20.00	Entire room	\$300.00

1 wall	\$22.50
2 walls	\$45.00
3 walls	\$67.50
Room door	\$25.00
Closet door	\$25.00
Patch/paint holes	\$15/hr.

Cleaning:

Room (light cleaning)	\$50.00
Room (heavy cleaning)	\$100.00
Remove property	\$50.00
Remove tape, tacks, and decals from doors/walls (per wall/door)	\$25.00
Replace ceiling/floor tiles (per piece)	\$15.00

Keys/Locks/Doors:

Re-key lock cylinder	\$25.00
Repair room/bathroom door	\$30.00
Replace room/bathroom door	\$100.00
Replace closet door	\$75.00
Re-hang closet door	\$25.00
Closet key	\$15.00
Proximity reader card	\$25.00
Replace front door key (George St. Apts. only)	\$100.00
Replace gate card (Martha Street only)	\$100.00
Replace closet key	\$25.00

Furniture Replacement:

Bed	\$285.00
Desk	\$272.00
Desk chair	\$125.00
Dresser	\$283.00
Dresser drawer	\$50.50
Headboard	\$50.00
Mattress	\$150.00
Mirror	\$25.00
Wardrobe	\$300.00

Lighting:

Repair desk light	\$25.00
Replace florescent light fixture	\$45.00

Bathroom:

Replace towel bar	\$20.00
Replace commode seat	\$20.00
Replace commode	\$200.00

Fire Safety Equipment:

Replace exit sign (single)	\$50.00
Replace exit sign (double)	\$100.00
Recharge fire extinguisher	\$200.00
Replace fire extinguisher	\$150.00
Replace smoke detector	\$80.00
Response to false alarm (assessed by Durham Fire Dept.)	\$1000.00

Response to any set fire                      \$1000.00

### **Drug Use**

The use, selling, and/or possession of certain drugs (e.g. marijuana, amphetamines, barbiturates, opiates, and hallucinogenic drugs) are strictly prohibited in the residence halls. Residents found responsible for a drug violation will be removed from housing.

### **Electrical Equipment**

Personal electrical equipment is limited to clocks, radios, or stereo sets, small TVs, desk lamps, and electric fans, provided such devices are plugged in within the room and do not exceed the amperage limits of the circuits within the room. **Extension cords are not permitted, but we strongly encourage students to purchase surge protectors for all electrical equipment.** Recommended specifications for a surge protector are as follows:

- Surge energy capability of 330 joules;
- Response time of one nanosecond or less;
- Surge voltage/current capabilities of 6000 volts/10,000 amps;
- EMI/RFI noise filter;
- Rating of 125VAC – 15 amps.

### **Entry to Student Rooms**

Duly authorized agents and representatives of the university will have the right to enter housing space for the purpose of inspection and maintenance, emergency situations, and to request the removal of electrical equipment or any contraband items not in conformance with the hall regulations.

### **Explosives**

For reasons of safety, explosives are not permitted in the residence halls. Any resident who throws, ignites, or has in his or her possession any firecracker, explosives, or pyrotechnic of any nature within or around the residence halls will be subject to disciplinary action.

### **Food Service**

Undergraduate students who live on campus are required to purchase a meal plan, which entitles them to eat in Pearson Cafeteria. The Director of Food Service will work with students who have dietary problems, as far as it is feasible, in planning the necessary meals prescribed. Any adjustments and changes to your meal plan are done in the Eagle Card Express Office, 201 Pearson Cafeteria Annex, which is open Monday through Friday, 8:30am – 5pm.

There are 3 meal plans available from the campus cafeteria for students. The 19-meal plan and the 15-meal plan cover all meals each day of the week. The 15-meal plan can be used for any 15 meals throughout the week. Seniors and Graduate students can purchase the 11-meal plan.

Off-campus students can also purchase the 15, 19, or 11-meal plan.

Pearson Cafeteria's hours of operations are as follows:

- Monday – Friday: 7 – 9:30am (Breakfast), 11:30 – 2:30pm (Lunch), 4:30 – 7pm (Dinner)
- Saturday, Sunday: 10am – 2pm (Brunch), 4:30 – 6pm (Dinner)

Please note that if you move off-campus during the semester, you must report to the Eagle Card Express Office to determine whether any adjustment to your meal plan charge is possible. Failure to do so will result in your being charged for the entire semester meal plan.

### **Guest (General Guidelines)**

As a resident, you are responsible for the conduct and behavior of your guests. This includes the responsibility for informing your guests of all pertinent residence hall policies and procedures, and escorting your guest within the building. A resident must meet his or her guest(s) in the main lobby, sign him/her in, and then escort the guest within the residence hall at all times. The guest must present a NCCU ID or a picture driver's license to the desk receptionist or security guard and be signed in by the resident. If the guest does not have a picture ID, entry to the building will not be permitted.

Members of the opposite sex may not remain in the building after designated visitation hours have ended. Remember, a roommate's right to sleep and study takes precedence over visitation privileges. The right to have guests is intact as long as it does not violate a roommate's paramount right to privacy. In addition, guests of the same sex are not to remain for longer than three days (consecutive or nonconsecutive) within a ten-day period.

### **Guests (Children)**

Residential Life respects the needs of students who also happen to be parents, and we are committed to being as supportive as possible. However, the fact is that our residence halls are not designed to house children, and have not been childproofed. From a safety standpoint, the residence halls are not an appropriate place for the long-term housing of children. As a result, parents must accompany their children at all times, and no overnight visits are permitted. Any disturbances resulting from a child's presence in the residence hall may result in restricted visitation policies. Children must leave the residence halls when requested by a roommate, Residential Life staff, or other hall residents.

### **Guests (Loss of Visitation Privileges)**

Guest visitation is not a right accorded to all students, but a privilege that may be suspended at any time for violations of policies stated in the Student handbook, housing contract, and in this handbook. Visitation privileges may be suspended administratively by the Department of Residential Life or by the appropriate judicial court as a result of disciplinary action.

### **Guests (Overnight)**

A student may have overnight guests of the **same sex** with advance approval of his/her roommate for a maximum of 72-hours over a ten-day period. Overnight guests must register at the office of the residence hall where they will be staying. An overnight guest must leave when requested by the roommate or after 72 hours.

### Hall Sports

Engaging in sports, including, but not limited to, ball throwing, water fights, Frisbee throwing, horseplay, ball bouncing, and basketball playing in the residence halls is not permitted.

### Health and Safety Inspections

Residential Life will periodically conduct health and safety inspections to ensure that each room is in a sanitary and safe condition. Whenever possible, prior notice of any room inspection will be provided in writing by Residential Life a minimum of 24 hours prior to inspection.

### Decorations

Decorations can contribute to making your room more homelike and comfortable. While there is opportunity for students to express individuality in decorating their rooms, the following guidelines are to be followed both in the interest of preventing fires and preserving our facilities.

1. The use of candles and oil-burning lamps is prohibited.
2. The use of highly flammable materials, such as hay, straw, Spanish moss, cloth ceiling coverings, etc., is prohibited.
3. The use of paint in rooms is permitted only when Residential Life through the “Room Painting Policy” has granted permission. Painting will be permitted in certain public area spaces if approved by the Associate Director for Facilities.

### Inflammable or Combustible Materials

## A Word About....

### Guests

You and your roommate should establish clear guidelines regarding guests. Determine ahead of time what is acceptable and what is not.

Please keep the following in mind:

- A roommate’s rights take precedence over that of a guest and/or a host’s privilege to entertain a guest.
- Under no circumstances should a roommate be coerced into relinquishing his/her rights to privacy, sleep, or study in order for a host to entertain a guest.
- Cohabitation in the residence halls is prohibited.
- Failure to adhere to the guest policy and the visitation guidelines will result in disciplinary action being taken against host and/or guest.
- Any resident believing that his/her rights are violated should speak the Resident Assistant, Resident Director, and/or Area Director.

The use of open flames (e.g. candles, incense or any other open flame apparatus) or the possession or use of combustible materials (e.g. hay, straw, Spanish Moss, cloth ceiling coverings) is prohibited. Also, halogen lamps are not permitted in the residence halls due to the high risk of fire.

### **Insurance**

North Carolina Central University does not assume financial responsibility for loss due to theft, damage, or other casualty losses. Please determine whether any insurance policy your parents may have covers you for loss while living in the residence hall. If you are not covered, we strongly encourage you to obtain insurance to protect yourself from loss.

### **Keys**

All keys (e.g. room key, mailbox key) are the property of North Carolina Central University. You are responsible for all keys, and they cannot be loaned to anyone. For your safety, as well as your roommate's, please report a lost room key to your RA, ARD, or RD as soon as possible, and your mailbox key to the mail center located on the 1<sup>st</sup> in the student union. You will be charged for the lock change. Please note that chain locks on entrance doors are not permitted and will be immediately removed by Residential Life staff at your expense. Failure to return keys when you check out of your room will result in the full cost to change the lock and/or replace suite, front door and, bedroom keys.

### **Lockout Policy**

As a member of the on-campus community, you have the responsibility for carrying the keys to your room door whenever you are not in your residence hall room. We understand that a situation may occur where you are accidentally locked out of your room. However, being locked out of your room on a repeated basis can be disruptive to the residence community. Also, late night lockout situations (after 12 Midnight) can pose a safety risk to Residential Life staff members. In the interest of safety and convenience for residents and Residential Life staff, the lockout policy for all residence halls at North Carolina Central University is as follows:

- Contact the Resident Assistant on duty in the residence hall office;
- You must provide an NCCU I.D. card or your Social Security Number in order to be let into your room;
- For the first lockout, there is no charge. A fee of \$15.00 will be assessed for the second lockout and every lockout thereafter. The fee will be billed to your account, and must be paid prior to the start of the next semester.
- Lockouts will not be addressed between the hours of 12:00 Midnight and 8:00 AM, except at the discretion of each Residential Life staff member.

Residential Life is committed to the safety of residents and staff members. Please remember to carry your keys with you at all times. Please note that if you require assistance with lockouts more than three times in a semester, you are subject to administrative or judicial action.

### **Lounge/Study Room Furniture**

Lounges and study rooms are designed for the use and enjoyment of all residents. The removal of common area furniture to individual student rooms is prohibited. If lounge/study room furniture is missing and attempts to locate the items are unsuccessful, the Department of Residential Life reserves the right to conduct room searches to locate the furniture. Students who are found in possession of common area furniture will be billed \$25.00 for moving the furniture back to the original location and are subject to disciplinary action.

### **Lounge Use**

The lounges in the residence halls are primarily for the use of residents. Priority for the use of lounges is given to the House Council in support of programs designed for the benefit of all hall residents. No one, especially non-residents, is allowed to spend the night in any residence hall lounge or public area for sleeping purposes. Any person using the lounge for an unauthorized purpose will be escorted out of the lounge. Failure to leave the lounge when requested to do so will result in University Police being called to the scene to remove the individual. The person may be arrested for criminal trespass.

### **Noise and Quiet Hours Policy**

One of the primary rights of students in the residence halls is the right to study and sleep free from undue noise. As a result, the following noise and quiet hour guidelines have been established:

1. Stereos: If the volume of a person's stereo equipment is such that it is disruptive to his/her neighbors, the resident will be asked to adjust the volume level. More than two stereo noise violations may result in the student being asked to remove the equipment from the residence halls. If the student refuses, he/she will be subject to disciplinary action through the Residential Life Student Court.

## **A Word About....**

### **Room Lockout Policy**

All students are expected to carry their room keys with them at all times. However, we recognize that occasionally students will accidentally lock themselves out of their rooms.

As a result, Residential Life staff will assist students by letting them into their room. However, please note that this is a courtesy provided to residents. Under no circumstances should this courtesy serve as a substitute for carrying your key with you, or as a way to avoid paying for a lost room key. Also, in the interest of staff safety, late night lockouts may not be addressed until the morning.

**PLEASE MAKE SURE TO ALWAYS CARRY YOUR KEY WITH YOU!!**

2. Quiet Hours and Courtesy Hours:
  - a. Quiet hours are from 10:00 p.m. to 10:00 a.m., Sunday through Thursday nights; and 1:00 a.m. to 10:00 a.m. on Friday and Saturday nights.
  - b. During quiet hours, the noise is to be at a level that is conducive to study and sleep.
  - c. During exam periods, quiet hours will be in effect 24 hours per day.
  - d. Quiet hours are applicable to both inside and outside the residential area. Inappropriate noise is that which could be considered disruptive to one's right to study and/or sleep in one's room.
  - e. Courtesy hours are in effect 24 hours a day, 7 days a week, and provide an environment conducive to study and sleep in one's room.
3. Should you feel your primary rights to sleep and study in your room are being violated, you should:
  - a. Speak to the person(s) causing the interference.
  - b. If this action doesn't produce satisfactory results, contact a staff member and inform him/her of the disturbance.
  - c. If you still have difficulty resolving the situation, contact the RA on duty or the Security Guard.
4. Special quiet hours occur in the residential areas during the final exam period each semester, and are designed to provide all residents with a quiet environment for studying. Quiet hours begin at 12:00 midnight on the day before exams begin, and end at 8:00 a.m. on the day after the last scheduled exam day.

### **Obscene Language**

Obscene conduct and public profanity will not be tolerated. Statements of intolerance and/or harassment due to race, ethnicity, sex, religion, disability, or sexual preference may be subject to disciplinary action.

### **Painting of Student Rooms**

Though the Department of Residential Life has instituted a regular schedule to paint student rooms and will paint any room that is in poor condition, students sometimes wish to personalize their room by painting it a certain color. If you would like to paint your room, please contact the Department of Residential Life at x6227 for specific information regarding approved paint colors. The guidelines below **must** be followed:

- NCCU will provide the paint and equipment. Only university selected paint and colors can be used.
- Mural paintings are not allowed in student rooms.
- Residential Life staff member will inspect the painted room. Any paint job found to be unacceptable will be repainted by University staff.
- Please make sure that paint is not spilled on university-owned furniture, electrical outlets, telephone and computer jacks, doors/door handles, and windows. Failure to do so will result in a damage charge for removal of paint or replacement of damaged item.
- Room painting is not permitted during the last two weeks of the semester.

### **Pest Control**

Pest control service is provided on a regular basis. However, if you are experiencing a problem with insects, vermin, or other pests, please speak with your RA, ARD, or RD to arrange for an exterminator to address the problem

### **Pets**

For health and sanitation reasons, pets (except for seeing-eye dogs, as approved by the Director of Student Support Services) are not permitted in the residence halls.

### **Pregnancy**

In the interest of health and safety, any resident who determines that she is pregnant must notify her Resident Director as soon as possible.

### **Room Change Procedure**

Room changes are not permitted during the first two weeks of classes each semester. The "freeze" period allows time for students who have informed Residential Life that they will be moving in late to arrive on campus, for the staff to verify the status of those students who have not yet checked in to their housing, and the assigning of new students. This verification process is accomplished through the occupancy check process. Once the initial two-week period is over, residents can complete a room change by following these guidelines:

1. Obtain and complete a Room Change/Withdrawal Form (available from the RD or Graduate Assistant) and have it approved by the RD or Graduate Assistant.
2. Complete and turn in the Room Condition Report (RCR) for the old room and a RCR for the new room, return the key for the old room, and obtain the key for the new room. All of these steps must occur within 24 hours of first approval to move.

3. Complete instructions for the room change process are printed on the *Room Change/Withdrawal Form*. Any resident making an illegal room change (a room change not approved in writing by a Residential Life professional staff member) will be required to return to their original housing assignment. Repeated room change violations may result in cancellation of the housing contract.

All room changes must be completed within a 48-hour time period.

### **Room Cleanliness**

For health reasons, all student rooms must be kept clean and orderly at all times. Failure to do so will result in disciplinary action taken against the student(s). Repeated violations of this policy may result in removal from the residence halls.

### **Room/Door Modifications**

Residents are not permitted to modify, or authorize the modification of, their rooms or other parts of the building without the prior authorization of the Department of Residential Life.

Due to fire safety considerations, the posting of items on the inside of residence hall room doors are limited to signs, posters, etc. which cover no more than 50% of the door. Additionally, residents may not post, hang or otherwise attach any material to the outside of their room door. The only exception to this is residents will be allowed to post one memo board (those composed of pressed fiber board), not to exceed 11" x 14" per room on the outside of the door.

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasion, etc.) may request temporary exemption from their Resident Director stating the reason for the request and the duration of time for which the exemption is sought.

### **Sexual Harassment Policy**

No North Carolina Central University employee may engage in conduct that constitutes sexual harassment of students. A university employee who has or may have direct academic or student-status consequences resulting from the acceptance or rejection of such conduct defines sexual harassment as deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. Sexual harassment of students is further defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when --

- Submission to such conduct is made either explicitly or implicitly a term of condition of admission, academic advancement, retention, or dismissal;
- Submission to or rejection of such conduct by an individual is used as basis for making decisions affecting grades, financial assistance, and participation in university activities, job placements, or other privileges granted by the university;

- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment does not include personal compliments normally welcomed by persons of that sex, or social interaction or relationships freely entered into by university employees and students or student applicants. If you believe you are a victim or sexual harassment or a student has come to you alleging sexual harassment by a member of the NCCU faculty, staff, or administration, please contact your RA or another Residential Life staff member for assistance or referral to the appropriate support services.

### **Single Room (Accidental)**

If you are alone in a double occupancy room, you may have the opportunity to maintain the room as a single for the rest of the semester. If all requests for housing have been satisfied, you will be given the option to pay an extra fee for a single room. Please note that any decisions about accidental singles are made on a semester-by-semester basis. If you do not choose to pay the extra fee for a single room, you are subject to the consolidation regulations outlined on page 24 of this handbook.

### **Single Room (for Medical Reasons)**

Any request for a medical single must include a letter from either a physician or health care professional clearly detailing the reasons for needing a single room. This letter will be forwarded to Student Health Services for review. The appropriate office as to will make a determination whether there is sufficient cause to grant the request for a medical single. Medical singles are not guaranteed and students are responsible for paying the appropriate charge for the single. Residential Life cannot guarantee specific halls or spaces when allocating medical singles.

### **Smoking**

Smoking is not is on North Carolina Central University's campus. North Carolina Central University is a smoke free campus. Incense burning is prohibited. The rights of the non-smoker prevail over the rights of a smoker.

### **Solicitation**

Door-to-door solicitation is not permitted in the residence halls, and any instance of soliciting should be reported to your RA or other Residential Life staff as soon as possible. The Department of Residential Life does not permit any person, organization, or agency to solicit, conduct business, or raise funds in the residence halls, with the following exceptions:

- The House Council for each hall may generate funds in the residence for programming purposes;
- Other organizations, registered with the Department of Residential Life, may generate

funds in the residence halls for programming activities consistent with its stated purpose.

All organizations, other than the RHA/ House Council for the residence hall, must meet the following conditions:

- Written permission must be obtained from the Director of Residential Life;
- Sales may occur only within the designated areas of the hall;
- The Director of Residential Life must approve goods or services offered for sale in writing;
- All refuse or waste as a result of the sales activity must be removed by the organization;
- The organization will be responsible for any damage to University property or facilities as a result of the sale activity. The organization will be financially responsible to the cost of repairs;
- Meetings must be open to all residents and cannot discriminate on the basis of sex, race, creed, religion, and/or sexual preference.

### **Sprinklers**

If you live in a residence hall with a sprinkler system, under no circumstances should you touch or hang items such as hangers on the sprinkler heads. This may activate the sprinkler system, which will result in severe water damage to the room, your belongings, and possibly other sections of the residence hall. Please be advised that you will be held financially responsible for any damages and cleaning charges resulting from the unauthorized activation of the sprinkler system and subject to serious judicial action. For your own benefit, stay away from the sprinkler heads!

### **Stickers/Postings**

Under no circumstances are stickers permitted on walls, windows, mirrors, doors, and closets of the residence hall. Violators will be charged for the removal of any stickers. Residential Life staff will remove any stickers on room doors and all room residents will be billed.

### **Throwing of Objects/Trash from Windows**

Due to safety, health, and vermin control reasons, the throwing of any objects and/or garbage from residence hall room windows is strictly prohibited. Any resident who is caught throwing items from a window will be removed from the residence halls.

### **Unauthorized Entry or Use of University Facilities**

No person shall make unauthorized entry into, or unauthorized use of, the residence halls (this includes propping of doors). Violators will face disciplinary action, and may be removed from the residence hall facilities.

## **Visitation Policy**

The university visitation policy is as follows:

Student residents of residence halls may choose to entertain guests in their individual rooms without regard to the gender of the guest or the resident. The university shall enable the students to make the choice by the establishment of rules, regulations, and procedures that neither negate this privilege nor interfere with the rights of other students to personal property, opportunity for study and reflection, and personal security. The rules, regulations, and procedures shall address, but not be limited to, such issues as: days and hours when such visits are permitted; registration of guests; the availability and necessity of personnel to monitor visitation rules, regulations, and procedures; and negotiations between roommates to establish restrictions on such visits. Should it be determined that certain residence halls need to be set aside to accommodate students who desire to restrict guests to those of the same gender as the residents, the university may set aside such areas.

The exact hours of coed visitation will be posted in your residence hall, and will include the dates when coed visitation begins and ends each semester.

## **Window Decorations**

If residents decorate their room windows, they should give consideration to the uniqueness of the University and the diverse population it serves. The Residential Life staff will contact residents regarding inappropriate or potentially offensive objects and decorations in the windows when such decorations are observed.

## **Window Screens**

Except for emergency situations, screens are not to be removed from residence hall windows. In the case of an illegally removed screen, the screen will be reinstalled or replaced (if damaged or lost) with the cost incurred billed to the resident(s) of the room, and further disciplinary action may result.

## **Work Orders**

In cases where maintenance repairs are needed in the residence halls, a *Residence Hall Work Request Form* must be completed. When completing a work request form, please thoroughly describe the problem (e.g. electrical outlet in middle left wall not working -- no power). Type or print the work request carefully: inability to read the information will only delay completion of the required work.

If you have submitted a work order, and there has been no response after a 4-day period, bring your copy to the residence hall office and speak to your RD. The Resident Director maintains a work request log for the residence hall to track work requests submitted to the Facilities Coordinator. The log contains the work request number, a description of the problem, name of the person requesting the work, room number, and date the work request was submitted. This information is needed to follow up on work requests not completed within a timely manner.

## Weapons

The possession of firearms (including BB guns), ammunition, bows and arrows, knives longer than four (4) inches, razors (box cutters), and other dangerous weapons is not permitted in the residence halls or throughout the campus. Students found responsible for violations of this policy will be immediately removed from the residence halls.

## RESIDENTIAL LIFE JUDICIAL PROCESS

At North Carolina Central University, student discipline is viewed as part of the learning process. Each student has the responsibility as a member of our community to understand and abide by the rules, regulations, policies, and procedures of the University and Residential Life. The Student Code of Conduct reflects this commitment to learning and is based on the belief that students can learn from their mistakes. As a member of the NCCU community, you have the obligation to abide by the community standards that have been set. Please know that you will be held accountable for your actions, and those of your guests. Responsibility goes hand-in-hand with being a part of the NCCU community. Think before you act!

The goals of the Residential Life judicial process are:

- Assist students in understanding how they have violated the student code and why such behavior is unacceptable.
- Help those who have violated the code obtain knowledge and information so that they can make better choices in the future, and develop strategies to change their behavior so it is acceptable.
- Assist students in taking responsibility for their own actions, and thinking before they act.

A student charged with violation of the Student Code of Conduct and/or Residential Life rules and regulations will first meet with the Resident Director, Assistant Director of Residential Life East, South, or West and/or Associate Director of Residential Life to discuss the facts and circumstances which led to the charges. The student has the choice of admitting guilt and accepting the sanction issued by the Residential Life staff member, or may choose to have the case heard by the Residential Judicial Court. Students admitting guilt or found guilty will face one or more of the following sanctions:

- **Censure:** Written notification to a student that his/her behavior is unacceptable in a college community and that other violations of the Student Code of Conduct or Residential Life policies will result in further disciplinary action and sanctions.

- **Loss of Special Privileges:** The student loses certain special privileges (e.g. Co-ed Visitation) for a specified time period.
- **Work Service:** The student is required to perform a work sanction in the residence halls or at other on campus locations for an indicated time period. If possible, the service should be related in some way to the violation of the Student Code of Conduct or Residential Life policies.
- **Restitution:** The student is required to pay reimbursement for actual damage to, destruction of, or misappropriation of university property or the property of another person, which results from conduct in violation of the Student Code of Conduct or Residential Life policies.
- **Residence Hall Probation:** A student on Residence Hall Probation is placed on notice that any other violations of the Student Code of Conduct or Residential Life policies will result in Residence Hall Separation.
- **Residence Hall Separation:** This involves removal from the residence hall community for conduct that clearly demonstrates an inability to function appropriately in the residence halls. Such separation may be permanent or for a specified number of semesters. Such separation prohibits accessibility to all or designated residence halls. Visitations will not be permitted without first securing prior approval from the hearing officer or panel. In no case will separation be less than the remainder of the semester in which it takes place.

## A Word About....

### Violation Classifications

There are classification levels for violations of university, and/or Residential Life rules and regulations, depending on the severity of the violation. **Class A** violations are handled by the Resident Director, and involve less serious incidents. **Class B** violations are either referred to the Assistant Director of Residential Life for Judicial Affairs or the Residential Life Judicial Court. **Class C** violations, which are of the most serious nature and may result in removal from the residence halls or the university, are immediately referred to the Dean of Students Office. On page 40 is a listing of the type of violations for each classification.

The range of sanctions that each Residential Life professional staff level can impose is as follows:

- **Resident Directors:** Censure through Restitution;
- **Assistant Director of Residential Life for East, South, or West:** Censure through Residence Hall Separation;
- **Associate/Director of Residential Life:** Censure through Residence Hall Separation;
- **Residential Life Judicial Court:** Censure through Residence Hall Separation.

Disciplinary areas to be addressed by Residential Life Staff members and the Residential Life Judicial Court:

- Any residence hall vandalism (including vending machines);
- Noise regulations/quiet hour violations;
- Minor roommate conflicts;
- Throwing, dropping, or ejecting objects from residence hall facilities that do not involve serious injuries;
- Tampering with doors, fire and security system equipment, and false alarms;
- Violation of Co-ed Visitation Policy;
- Telephone misuse;
- Minor thefts of property valued less than \$100.00;
- Hall sports and similar horseplay;
- Failure to cooperate with Residential Life staff (e.g. Not presenting I.D. when requested to do so);
- All violations of the Residential Life contract, Terms of Housing Agreement and Residential Life Student Handbook.

### **A Word About....**

#### **Drug and Alcohol Disclosure Regulations**

In accordance with section 799D of the federal 1998 Higher Education Amendments Act, the use or possession of alcohol or drugs by a student under the age of 21 will be disclosed to parents/guardians. Disclosure of this information will be accomplished through the Office of the Dean of Students. In addition, students using or possessing alcohol or drugs are subject to the loss of financial aid, including scholarships.

### **Violation Classifications**

Below is a list of the 3 levels of violation classifications. For more information about violation classifications, please refer to page 39 of this handbook.

#### Class A:

- Quiet hour/excessive noise;
- Coed Visitation;
- Objects thrown from windows (not involving serious injury);
- Candles or Incense;
- Unapproved cooking appliances;
- Pranks or Horseplay (not involving serious injury);
- Minor Residence Hall Vandalism;
- Smoking in non-smoking areas;
- Minor Roommate Conflicts/Telephone Disputes;
- Illegal Use of Sporting Equipment in Residence Halls;

- Possession of Pets.

All third violations of a class A nature will be referred to the Residential Life Judicial Officer or the Residential Life Judicial Court.

Class B:

- Gambling;
- Telephone Misuse (less than \$100.00; first violation only);
- Unauthorized use of University Property (within the residence halls);
- Failure to Cooperate with Residential Life Staff;
- Minor Thefts (property valued less than \$100.00; first violation only);
- Vandalism (more than \$100.00 in damages);
- Cohabitation;
- Failure to Comply with Class A Sanction;
- Repeating a Class A and Class B Violation;
- All Violations of the Residential Life Contract, Terms of Housing Agreement and the Residential Life Student Handbook;
- Illegal Use of Exit Doors.

## **A Word About....**

### **Drugs and Alcohol**

It is important that you be aware of NCCU's Zero Tolerance Policy for drugs and alcohol. Do not put your housing or education here at NCCU at risk by bringing drugs and/or alcohol into the residence halls.

Class B violations are referred to the Judicial Officer. The Judicial Officer or the Residential Life Judicial Court will handle a class B violation if it is the first offense.

Class C:

- Possession, Exhibition or Use of a Dangerous Weapon;
- Use, Possession or Distribution of any Controlled Substance, Including but not Limited to, Narcotic Drugs, Marijuana, Stimulants, Barbiturates, and/or Hallucinogenic Drugs, Unless Prescribed by a Medical Doctor;
- Alcohol;
- Fighting/Assault;
- Rape;
- Harassment (inappropriate behavior/offense language, hazing);
- Threats or Endangering the Health or Safety of Self, Another Person, or University Faculty/ Staff (e.g. destroying or tampering with doors, fire and security systems/equipment, false fire alarms);
- Violation of University, City, State, Federal Laws;
- Violation of Campus Probation;
- Providing False Information to University Officials;
- Telephone Misuse (e.g. fraudulent use of calling cards, credit cards, telephone numbers);

- Failure to Cooperate With Campus Police and Residence Hall Security;
- Violation of Residence Hall Probation;
- Violations Involving Misuse of Keys or Duplicating Keys;
- Computer and Telecommunication Violations.

Class C Violations will be referred to the Dean of Students Office.

The categories above are not all inclusive. Any violations not falling within the areas listed above will be dealt with on an individual basis.

### **Residential Life Judicial Court**

The Residential Life Judicial Court shall be composed of thirteen (13) members elected by the residents of the various residence halls at the a residence hall meeting held early in the Fall semester. *A quorum of five (5) members is required to hear a case.* The breakdown of hall representation is located on page 4. The Court shall hear cases involving residence hall issues, as well as violations of policies related to student conduct. All such cases shall be referred to the Residential Life Judicial Court through Residential Life. Sanctions recommended to be imposed against a student shall be limited to those sanctions **not involving suspension or expulsion from the University.** All recommendations are forwarded to the Associate or Director of Residential Life for final disposition. Please note that sections of the Judicial Court guidelines are subject to final approval by the NCCU Board of Trustees.

### Notification

Any student required to appear before the Residential Life Judicial Court shall receive notification, in writing, requesting his/her presence at a judicial hearing. The student must receive this notification at least three (3) class days **before** the hearing date. The parents/guardian of a dependent student will receive a copy of this written notification.

### Hearing Procedures

1. All Board Members will be provided the opportunity to read the Incident Report and statement of charges before the hearing convenes.
2. The chairperson will make certain that all persons involved are present before calling the

## **A Word About....**

### **Following the Request of University Officials**

As a member of the University community, it is imperative that you follow the requests or directions of University officials, such as Residential Life staff (including RAs, ARDs, and RDs), University Police, administrators, and faculty. Failure to do so will lead to disciplinary action through the appropriate judicial body. Also, please note that you are required to respond to requests by judicial officials (e.g. Dean of Students) and judicial bodies (e.g. Residential Life Judicial Court) to address violations of policies, procedures, rules, and regulations. Additional sanctions may result from failure to respond.

Board to order.

3. The chairperson calls the Board to order and introduces Board Members and Advisor. Then the chairperson shall ask the defendant(s), complainant(s) and witnesses to introduce themselves and state their relationship to the case.
4. The chairperson will outline the procedures the Judicial Court will follow, announce that the hearing is closed to the public, and stress the importance of the confidentiality of the proceedings.
5. The chairperson will have the secretary state the nature of the complaint.
6. The chairperson will answer any questions concerning the procedures to be followed during the hearing.
7. The chairperson will ask if the defendant(s) understands his/her rights.
8. The chairperson will ask for a plea from the defendant(s). If the defendant(s)/complainant fails to attend the hearing of which he/she has been formally notified, the Board will hear the case in his/her absence using any available information.
9. If the plea is guilty:
  - A. The defendant(s) and witness(es) will be given the opportunity to make statements.
  - B. The complainant(s) and witness(es) will be given the opportunity to make statements.
  - C. Board members will be given the opportunity to ask questions, and recall any witness(es) as needed.

Note: Witness(es) must remain outside of the hearing room and will be allowed in one at a time for statements only. A time limit may be specified on all statements.

If the plea is not guilty:

- A. The defendant(s) and witness(es) will be given an opportunity to make statements.
  - B. The complainant (s) and witness(es) will be given an opportunity to make statements.
  - C. Board members will be given an opportunity to ask questions, and recall defendant, complainant, and any witness(es) as needed after the formal hearing.
10. The defendant(s), complainant, and any witness(es) will be asked to leave the room.
  11. The court will deliberate, addressing charges separately, and decide guilt or innocence by simple majority vote.
  12. If the defendant (s) is found guilty, the advisor will inform the Board of any existing

disciplinary sanctions imposed on the defendant(s) in his/her file. Such information will be considered as the Board assigns appropriate sanctions. One sanction may be decided for all charges or a separate sanction for each.

Note: The advisor will assist in deliberation and advise Judicial Court on Appropriate sanctions.

### Following the Hearing

1. The report of the Residential Judicial Court hearing will be prepared as soon as possible. The results will be forwarded to the Director of Residential Life, Assistant Director of Residential Life for East, South, or West and the Dean of Students' Office.
2. The Residential Judicial Court will send a written notification of the court's decision to the defendant (s) within three (3) class days of the hearing, including the time frame within which the defendant(s) must complete any sanction.

### Appeal Procedures

The defendant has the right to appeal any decision rendered by the Residential Judicial Court.

### Grounds for Appeal

1. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing, within five (5) days (excluding weekends and holidays) of the announcement of the decision.
2. On a claim of new evidence or information material to the case, which was not available at the time of the hearing. Appeals on such grounds must be presented, specifically described, in writing, within five (5) days (excluding weekends and holidays) of the announcement of the decision.

### Decision of Appeals

When a written appeal is requested one of the following actions will occur:

1. Original decision upheld.
2. Original decision upheld, but the sanction reduced.
3. Original decision and sanction reversed.

Reason will be given regarding the action of the appeals request.

**For more information regarding the University Student Code of Conduct and all judicial processes, please refer to the NCCU Student Handbook.**

**IMPORTANT PHONE NUMBERS**

This is a only a partial listing of phone numbers at NCCU. Please refer to the Campus Telephone Directory for a complete list.

Residential Life (Central Office) .....	6227
Residential Life (Conference Room) .....	5089
Residential Life (Residence Hall Offices)	
Baynes .....	6459
Chidley .....	6258
Eagleson .....	6464
Latham .....	6247
McLean .....	6439
New Residential Halls/Building I .....	7811
New Residential Halls/Building II .....	7812
Rush .....	7280
Annie Day Shepard .....	Closed
Academic Advising .....	6129
Academic Support .....	7040
Billing and Receivables .....	5071
Bursar's Office .....	6234
Business Operations .....	5010
Campus Ministry .....	6380
Career Services .....	6337
Community Service .....	7531
Dean of Students Office .....	6311

Food Service .....	5186
Registrar .....	6262
Scholarship and Student Aid .....	6202
Student Government .....	6497
Student Health Services .....	6317
Student Union .....	6486
Ticket Office .....	7421
Undergraduate Admissions .....	6298
University College .....	6324
University Police .....	6106
Vice Chancellor for Student Affairs .....	6342

## DATES TO REMEMBER

Below are some important dates during the 2004 – 2005 academic year to plan for and keep in mind. By no means is this listing intended as a substitute for the university's academic calendar, distributed by the Registrar's Office. Please make sure you get a copy of the official academic calendar as soon as possible. Information in **Bold** directly relates to the residence halls.

### **August**

- 19**                    **Residence Halls open at 3pm for new students who DID NOT participate in the EOP (Eagle Orientation Program)**
- 20**                    **Residence Halls open at 9am for all new students who DID participate in EOP (Eagle Orientation Program)**
- 21**                    **Residence Halls open for continuing students**

23                   Classes begin at 8 am for all students

## **September**

6                    Labor Day, no classes

16                  Fall Convocation (10am)

## **October**

1                    Last day to withdraw from the university with a prorated bill adjustment or refund

16                  Fall Break begins after classes

19                  Classes resume

29                  Founders Day

30                  Homecoming

## **November**

**24-26              Residence halls close for Thanksgiving holiday following last scheduled class**

**28                  Residence halls open at 12 Noon**

29                  Classes resume

## **December**

2                    Last day of classes for law and graduating students

3                    Last day of classes for continuing students

4                    Reading Day for non-graduating students

6 - 11             Final examinations for non-graduating students

12                  Commencement exercises at 9 am

**11                  Residence halls closes for all students following last exam**

## January 2004

- 10            **Residence halls open at 10am for ALL new students**
- 11            **Residence Halls open at 12 Noon for continuing students**
- 12            Classes begin
- 17            Martin Luther King, Jr. Day observance, no classes

## February

- 15            Last day to withdraw from the University with a prorated bill adjustment or refund

## March

- 12            Spring Break begins after end of classes. **Residence halls close at 12 Noon**
- 20            **Residence halls open at 12 Noon**
- 21            **Classes resume at 8am**
- 25            Good Friday observance, no classes

## April

- 5            **Fall Room Sign-Up Process Begins**
- 8            Honors Convocation 10am
- Room Selection for 2003 – 2004 Academic Year**
- 27            Last day of classes for graduating students
- 28            Last day of classes for continuing students
- 29            Reading Day for non-graduating students
- 30 – May 6    Final examinations for non-graduating students

## May

- 6            Alumni Day

7 **Residence Halls close for non-graduating students at 12 Noon**

7 Commencement exercises at 9 am. **Residence halls close for graduating students at 5pm.**

**Have a good summer!**