

# **SOUTH CAROLINA STATE UNIVERSITY BULLDOG GUIDE TO LIVING AND LEARNING**

*Welcome to Campus Living!*

As a community of scholars, students are encouraged to engage in behaviors that are consistent with the Stateite Creed. There will be several opportunities for students to meet friends, participate in programs specifically tailored to meet the academic, social, physical and mental health, community service, and current event's needs. While living on campus is a privilege, residents are expected to understand that many responsibilities accompany this privilege. It is necessary that all students understand that their choices and actions affect other students, as well as, the entire community. The residents' responsibility extends to notifying proper residence hall staff members immediately in the event a violation occurs.

The Division of Student Affairs and Department of Residence Life and Housing in conjunction with the Office of Judicial Affairs, are responsible for promoting positive community standards and responding to violations of policies published in two areas: The Student Code of Conduct and the University Housing Policies and Standards (Bulldog Guide to Living and Learning & The Housing Contract, both effective each calendar year, with updates as necessary). Students are advised to read both sources of information to understand expectations for their behavior while in or on the premises of University residence halls. Students who violate terms of their housing contract, the Student Code of Conduct, or other housing policies may be subject to disciplinary action. Polices and standards may be changed, or new ones may be added, in the best interest and protection of persons and property. Residents will be advised promptly of such changes and/or additions through normal channels of communication.

## **ARSON OR FIRE HAZARDS**

Fire, nor creating or starting a fire is permitted in the residence halls or on its premises. When a fire alarm sounds all persons must vacate the residence hall and move to the designated safe areas. Tampering with or destroying devices such as but not limited to smoke detectors, fire alarm pull stations, fire extinguishers, and sprinkler systems is strictly prohibited. Persons who do not comply or are found responsible for violating this policy will face minimally judicial action with the possibly of being removed from housing and/or being criminally charged with arson, or other appropriate charges. Smoke detectors are considered fire equipment as well. 1st Offense-\$50.00, 2<sup>nd</sup> \$100.00, 3<sup>rd</sup> sent to Judicial Affairs with recommendation for removal from Housing.

## **CANDLES/INCENSE**

Candles and incense are not permitted in the residence halls. Candles utilized for decorative purposes must be de-wicked.

## **ALCOHOL AND OTHER DRUGS**

In compliance with state law, no person under 21 years of age may possess or consume alcoholic beverages in the residence halls or on adjoining property outside the residence halls. Furthermore, no person may possess open containers or consume alcoholic beverages in public areas inside or outside of the residence halls including, but not limited to, stairwells, residence hall lobbies, study rooms, community baths, kitchens, hallways, etc. (See Student Code of Conduct). For further University information, please visit, The Student Code of Conduct [http://www.daodas.state.sc.us/documents/WhatAreYouPreparedToLoseBrochure\\_000.pdf](http://www.daodas.state.sc.us/documents/WhatAreYouPreparedToLoseBrochure_000.pdf) .

## **DRUG POLICY**

South Carolina State University, as a matter of policy, prohibits the unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance, including prescription medications, by University students as set forth in South Carolina Code of Laws. For further University information see The Student Code of Conduct.

### *Legal Aspects and Consequences*

This policy prohibits (1) the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances, including the non-prescription use of anabolic steroids, (2) the possession or sale of drug paraphernalia (such as roach clips, bong, water pipes, cocaine spoons), and (3) the distribution or delivery of an imitation ("look alike") non controlled substance represented as a controlled substance by University students as set forth in the South Carolina Code of Laws and The Student Code of Conduct. The term "controlled substances" when used in this policy shall refer to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina law.

As citizens, students have responsibility for knowing of and complying with the provisions of state law referenced above. Persons found in violation of this policy must vacate campus housing immediately and the housing contract will be terminated.

Any student who violates any of these laws is subject to prosecution and punishment by the civil authorities as well as to disciplinary procedures conducted by the University, which may precede criminal or civil proceedings. It is not "double jeopardy" for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

Students who are arrested by law enforcement agencies (which includes drug related offenses) on- or off-campus, are required to inform the VP of Student Affairs, Director of Judicial Affairs, and/or designee of such matters as this may effect scholarships, grants, and/or other financial aid.

**Students convicted of alcohol or drug-related offenses may lose their scholarships including but not limited to need-based grants.**

## **APARTMENT AND ROOM CARE**

Residents are held responsible for reasonable care and upkeep of all housing facilities including the good order, safety, and cleanliness of space leased.

Accumulation of trash and/or materials in apartments or common areas that could constitute a fire or safety hazard is not permitted.

All University controlled housing is subject to scheduled health, safety, and maintenance checks. An authorized staff member will make periodic checks of facilities after adequate advance notice to residents. Where there is due cause, premises may be entered without notice. At checkout, students are expected to return their rooms to the *conditions in which they found or better*. Violations of this or any related policy may result in a fine, disciplinary action, and/or appropriate cleaning fee with the possibility of housing contract termination (removal from housing).

Health and Safety Inspections will be conducted throughout the semester. There will be a minimum of two announced inspections during each semester. However, Health and Safety Inspection may be conducted as deemed fitting by the Residence Life & Housing Staff (announced and unannounced).

## **APARTMENT AND ROOM CONDITION REPORTS**

Residents will be required to sign an Apartment or Room Condition Report upon initial occupancy. Room Condition Report sheets should be returned within 24 hours. Should a resident fail to submit a Room Condition Report within 24 hours of check-in, he/she may be assessed for damages and the condition of the room. Upon vacating a room or apartment the condition of that space will be checked against the initial report. The findings of this report are expected to be *in the condition in which the resident found it in or better*. Residents, roommates and/ or Suitemates may be assessed for excessive trash and uncleanliness in their private and/or common areas. Residents will be required to pay for damage other than normal wear and tear and may be subject to disciplinary action. (This includes damage to furniture, equipment, or structural aspects of the area) Grades, transcripts, diplomas, and/or registration materials may be withheld pending final settlement of damage charges.

## **APPEALS**

Charges issued through processes other than the resident student conduct system may be appealed to the Residence Life and Housing Facilities Liaison or designee. A written request should be submitted within thirty (30) days of the billing date. All appeals will be heard and/or responded to on or before the last Friday of each month. If you want to appeal please do so via your Residence Life Coordinator/Area Coordinator.

Should you decide to continue with the written appeal (via email), it should be submitted to the Residence Life & Housing Facilities Liaison who will review the appeal with the Director of Residence Life & Housing or designee, if deemed warranted. If your appeal is upheld, you will be notified via email within 48 hours of the Residence Life & Housing Facilities Liaison receiving and reviewing your appeal.

## **APARTMENT AND ROOM PERSONALIZATION**

All provided University furniture must remain in the room. Some students may wish to supplement or complement these furnishings. Cinder blocks are not allowed in the halls at all. Please contact your Residence Life Coordinator for guidelines on supplementing or complementing your room. Plans for building any furnishings such as lofts must be approved in writing prior to the construction. Liquid-filled furniture is not permitted because of the extra weight and danger of damage to property.

Room alterations without written approval of the Residence Life and Housing Staff are not permitted. Any large pieces of furniture beyond a desk chair that are not a part of the standard room must be approved via email through the Residence Life Coordinator. Any alteration to the room that will change the structure or surfaces (furniture, walls, doors, ceiling, windows and floors) is prohibited. This includes but is not limited to: decals, wallpaper/borders, stickers, tape, nails, and tacks. Posters should be hung only with approved materials. Contact a residence hall staff member if you have questions. Other than curtains, no stickers, decals, flags, posters, should be placed in the Residence Hall windows without prior approval of the appropriate residence hall staff

Verify with your RLC if command strips can be used to hang posters, pictures etc. to walls, furniture, and other appliances. Failure to utilize adhesives or mounting apparatuses other than those approved will lead to an additional fine (a minimum of \$75.00). Any violations of these standards may result in possible restitution for damage and other judicial action.

## **APARTMENT AND ROOM VACATING**

When residents vacate their space, they must officially check out with the appropriate staff according to posted procedures. Failure to do so may result in additional charges or other penalties. Improper check-out could amount to a minimum of \$120.00 for belongings removal and cleaning, as well as an additional \$120.00 for lost key.

Upon withdrawal, suspension, removal, or graduation from the University, residents must vacate their space in accordance with procedures outlined in their contract. At the end of each semester, residents must vacate their room or apartment within 24 hours of their last exam, Summer schedules may deem less time (same day) depending upon the timing of building preparation for the Fall semester. Students removed from

Housing for disciplinary reasons are not entitled to a refund from their Housing contract and required to vacate the halls within two hours of the incident if summarily suspended via the VP for Student Affairs and must immediately schedule a time with the Residence Life Coordinator within 24 hours to remove all of their personal effects from the former assignment, pending the outcome of a judicial hearing.

## **APPLIANCES**

Appliances that are allowed are;

- In **Hugine Suites, and University Village** microwaves one per suite, and refrigerators are allowed (in HS & UV no additional microwaves and refrigerators allowed other than the standard models that the apartment may furnish)
- Battiste, Mitchell & Williams**-small microwaves (1 per room) not to exceed starting amps of 14 and running amps of 7.6.
- Battiste, Mitchell & Williams**- (1 per suite) refrigerators no larger than 2.5 cubic ft.
- Irons with automatic shut-off
- Toasters, small coffee pots, curling irons with automatic shut-off
- Surge protectors, maximum two per double capacity room, one per single capacity room, maximum one per resident
- Small fans

*Appliances not allowed are (but are not limited to):*

- Sun/heat lamps
- Ceiling fans
- Air Conditioning units
- Halogen lamps
- Space heaters (*unless approved by Residence Educator or Area Coordinator*).

**Approved space heaters must exhibit an approval tag. All unauthorized heaters will be confiscated.**

## **BICYCLES/MOTORIZED VEHICLES/SCOOTERS/ROLLERBLADES/SKATEBOARDS**

Bicycles are permitted in residence hall rooms only in accordance with regulations and the approval of the roommate(s). Riding any of the above items in the residence hall is prohibited. Using any of the above items near doorways or to jump stairs or ride railings is prohibited. Bicycle owners are responsible for the security of the above items. These items are not to be secured and/or chained to any university structure, building, or fixture is not allowed. Failure to properly secure the above items will subject them to impoundment. Bicycles abandoned after the residence halls close after the end of the academic year will be impounded by campus police. Mopeds are not allowed in residence halls. Motorized vehicles, with the exception of motorized wheelchairs, are not permitted within 50 feet of residential areas except in designated parking spaces.

## **BREAKING THE PLANE OF A WINDOW, BALCONY, OR BREEZEWAY**

Breaking the vertical plane of a window, balcony, breezeway, roof, or similar structure is not permitted. This includes, but is not limited to, body parts, bodily fluids, water balloons, flags, signs, and apparel. This applies to throwing or causing to fall, objects and liquids (including bodily fluids) from any residence hall. Failure to abide by this policy may result in immediate removal from Housing.

## **CABLE TELEVISION**

Tampering with cable equipment or the unauthorized receiving of cable is prohibited. If there is an issue with the cable system it is necessary to report this via the work request system.

## **CANCELLATION PROCEDURES & CHECK-OUT (HOUSING CONTRACT)**

Residents wishing to cancel their Housing Contract prior to the end of the Contract Period (end of the spring semester of the academic year) MUST submit a Cancellation Form to the Residence Life & Housing Office. Once the cancellation is approved, the resident should prepare to vacate his/her assigned Housing Facility within 48 hours and should be properly checked out by having a staff member from the Residence Hall to check his/her space as well as return his/her residence hall key. See Housing Contract for additional information.

## **CHILDREN IN THE RESIDENCE HALLS**

Family Housing- family housing is currently being phased out. Those who currently reside in family housing must be students who are married and/or must be the legal parents and/or guardian of a child frequently living in the apartment. The spouse, partner, and/or child must also live in the provided housing. Family Housing is not guaranteed. See Marriage and Family Housing Application for more requirements and information.

## **COOKING**

Cooking in residence halls is restricted to areas where there are established kitchens. Cooking in the residence halls typically is reserved to Hugine Suites and University Village. Cooking equipment is not allowed in other residence halls unless approved by the Residence Life Coordinator. Small microwaves, refrigerators (no more than 5.4 cubic feet), and coffee pots are allowed in Battiste Hall. All cooking equipment must be Underwriters Laboratories (UL) approved. All other cooking equipment is subject to approval by the Residence Life Staff.

## **DAMAGE TO RESIDENCE HALL AND/OR UNIVERSITY PROPERTY**

Residence Life and University property is to remain in the condition in which it was found or better. The intentional or unintentional damage to university property may result in restitution, judicial action, and/or termination of housing contract (removal from housing).

## **ELEVATORS**

Each resident is responsible for the proper use and care of residence hall elevators. Residents are not to overload or force doors of elevators. Unauthorized personnel are prohibited from entering the elevator shaft. Emergency call buttons are to be used only in case of an emergency.

## **EMERGENCY EXITS/ROOFS**

Using fire escapes and/or roof doors or other emergency exits, except during emergency situations, is strictly prohibited. Students are not permitted on the roofs or ledges of any residence hall.

## **EVENING SAFETY STANDARDS**

Evening Safety Standards is not intended to impede on any student's freedom. The spirit of Evening Safety Standards is to ensure the safety of our student body and our campus as whole by taking certain proactive measures. The goal of Evening Safety Standards is to revitalize and uphold the firm standard of respect and integrity in the Bulldog Community. If at any time, the Evening Safety Standards policy is dishonored students and guests will be addressed accordingly.

1. All students must carry their SC State ID card on their person at all times and must display their SC State ID to all necessary campus officials when requested (Residence Security Officers, Gate Guardsperson, campus police, etc.)
2. At no time after dusk should any resident or guest be found loitering on campus. This includes hanging in front of Residence Halls, around the premises, on the balcony or in breezeways. *Campus sponsored events that will require outdoor participation will be taken into consideration when they occur. However, students are not to abuse these privileges.*
3. At 12 midnight Sunday-Saturday visitation ends. Residents returning to other residence halls should proceed directly to their rooms. Guest should quickly return to their means of the

transportation and depart campus immediately. Loitering is prohibited. *Residents are responsible for the behaviors of their guest.*

4. All persons who desire to enter campus after Evening Safety Standards has begun each evening, may be asked to show their SC State ID
5. All residents who are in route to another destination once Evening Safety Standards has begun, are to do so expeditiously.

### **EXTENSION CORDS/SURGE PROTECTORS**

Extension cords and multiple socket plugs are prohibited. UL approved surge protectors with a circuit breaker and an on/off switch are approved for use in rooms or apartments. Only one surge protector may be plugged into a socket and at no time may one surge protector be plugged into another surge protector. No room is allowed more than two surge protectors. For rooms designed for single living, only one surge protector is permitted. Surge protectors must be located clear of flammable materials such as linen, clothes, walls, bedding, etc.

### **FIRE DRILLS/EMERGENCY EVACUATION**

In accordance with state law and for the safety of students, fire drills and other emergency evacuation drills may be conducted at various times throughout the semester. All persons must vacate the building during drills and remain outside until instructed to return by residence hall staff. Evacuation procedures will be posted in each residence hall. Regulations related to fire alarms, fireworks, and fire safety equipment regulations are included in the Student Handbook.

### **GRILLS**

No gas or charcoal grills are allowed in any residence hall room, apartments, balconies, or porches. No grills of any type are allowed in traditional halls.

### **GUEST RESPONSIBILITY**

Each student is responsible for the behavior of his/ her guest(s). It is the responsibility of the host to make sure that the guest(s) understands and abides by all University and residence hall standards and policies. If a resident's guest is involved in any violations of standards and policies, the hosting resident as well as the guest may be subject to disciplinary action. Guest is defined as any person not enrolled at the university for the term in question, and student who is not a resident of the residence hall and/or room/suite in question for the term in question, or any student who does not reside in campus housing for the term in question.

### **HEALTH AND SAFETY INSPECTIONS**

There will be a minimum of two announced Health and Safety Inspections per semester. However, Residence Life & Housing reserves the right to perform a Health and Safety Inspection anytime that the health or safety of an individual or the community as a whole is potentially at risk (ranging from cleanliness to hazardous appliances/materials or illegal activity). Residents are expected to maintain good order and respect the property, peers, and the institution as a whole. The presence of a resident to conduct a Health and Safety Inspection is not necessary. *Also see Apartment Care and/or Searches.*

### **KEYS**

Students are responsible for the security of their room keys. Students are not allowed to loan their key to anyone at any time. If a student is locked out of his/her room, a building staff member may escort a resident to his/her assigned room and unlock the door for the student or a backup key may be obtained (where available) from the appropriate building's office. Family Housing keys are distributed by the Community Advisor. If the backup key is not returned within 72 hours or this is the third lockout on file for the academic calendar year, the lock will be changed without prior notification to the student and the student will be billed for this service. Students who are certain their key is lost may request an emergency lock change. Students must use their ID cards to enter and show their key and ID at the desk upon entrance in to their residence hall. Any student who abuses the key/lockout system may face judicial action.

## **LOCK-OUTS**

If you are locked out of your room, suite or apartment, you should report to your residence hall office to request that a staff member escort you to your room to let you in. Residents should be prepared to show staff an ID to confirm that they are the occupants of the room and sign their key card. A fee of \$5.00 will be assessed to your Residence Hall Activity Account after the first lock-out.

## **MICROWAVE**

Microwaves are not permitted in individual bedrooms at Hugine Suites & University Village. However, you are allowed 1 in the kitchen area of each suite.

## **NOISE**

A resident's right to sleep or study takes precedence as it relates to noise and its volume. All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that may interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. Regardless of the time or day, if a student makes a reasonable request of another student to be less noisy, that student should comply. Quiet hours are in effect from 8pm - 10am Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 midnight - 10am. During exam periods, quiet hours are extended to 24 hours. This regulation also applies to residence hall and area lobbies. In the event that a group makes a disturbance (ex. card or game playing, watching TV, or yelling loudly), staff may request violators to leave immediately.

*Note: All sound systems and stereos must be kept inside and speakers must be kept out of window areas, balconies, etc. Loud use of stereos, radios, televisions, computers, etc is strictly prohibited and headphones are strongly encouraged. Musical instruments may be used in the residence halls only in designated places, and for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on campus.*

## **PETS/ANIMALS**

Animals, with the exception of fish, are not allowed in the residences or on their premises. Fish must be kept in tanks that cannot exceed 2 gallons.

## **PHYSICAL ALTERCATION/ASSAULT/HARASSMENT**

Any student engaged in a physical altercation, an assault, or harassment or intimidation of another individual may be required to vacate campus housing immediately, summarily suspended by the VP for Student Affairs, and will be notified with further information regarding scheduling to retrieve the remainder of his/her personal effects unless otherwise advised within 3-5 business days, pending the outcome of his/her judicial hearing. This is a zero tolerance policy.

## **PROGRAMMING REQUIREMENT**

Residents are required to attend meetings, programs, or events in the residence halls that are deemed as Mandatory (or at least one residence hall program per month). Residents can be assessed a \$10.00 fine for failure to attend Mandatory meetings.

## **PUBLIC AREA DAMAGE**

When study lounges, hallways, lobbies, bathrooms, elevators, and other public areas in a residence hall receive unwarranted or unnecessary damage or destruction, the residents of that area are expected to aid in finding the person(s) responsible. Costs of repairing damages to community property (lobbies, hallways, bathrooms, lounges, etc.) may be assessed to all residents of the hall or floor when the identity of the individual(s) responsible for such damages cannot be identified.

## **PUBLIC AREA FURNITURE**

University furniture and equipment may not be removed from lobbies, study lounges, rooms, or other areas

when proper permission has not been obtained by the Residence Life Coordinator. This includes but is not limited to: exchanging furniture with other hall-mates, taking public area furniture and placing it in private rooms, taking residence hall furniture to another residence hall or outside of the respective hall, or taking residence hall furniture off campus.

### **REFRIGERATORS:**

Excluding Hugine Suites and University Village (where refrigerators are already provided) residents may have refrigerators based on the following conditions:

- Only one refrigerator permitted per room (or one per suite in Battiste Hall).
- Refrigerator must be smaller than 2.5 cubic feet and consume less than 120 volts.
- Refrigerator can be up to 5.0 cubic feet in Battiste Hall, but, must be kept in the common area of the suite.
- Refrigerators must be registered at the residence hall office prior to bringing it to the room/suite.
- If a building or section of a building begins to experience electrical problems, Residence Life Staff reserve the right to request the discontinuation of use or removal of refrigerators.

### **RESIDENCE HALL MAIN DOOR ENTRY**

Students should carry their University ID Card at all times as it serves as their key to enter the main entrance of their assigned residence hall (Residents should only utilize other exist during building emergencies).

### **ROOMMATE/SUITEMATE CONTRACT**

Roommate/suitemate contracts are completed by all roommates/suitemates in undergraduate housing by the completion of the second week in the semester. The roommate/suitemate contract outlines specific living agreements. Violating the terms of a roommate/suitemate contract previously agreed to as evidenced by the signatures of the occupants of the room and/or suite is considered a violation. In *Hugine Suites* and *University Village*, the "Head of Household" is identified when the roommate contract is completed. Failure to complete roommate/suitemate contract will result in a fine or judicial action.

### **SEARCHES**

The University respects a resident's right to privacy and the ability and responsibility to control his/her own environment. However, at any time a potential health and safety issue becomes a concern or this responsibility becomes questionable and reasonable suspicion arises, the University reserves the right to enter residents' rooms. Typically this is done for the over-arching well-being of the educational environment. This search will be done following these guidelines;

- If suspicion arises of illegal use of the room/suite (storing stolen items, alcohol, drugs, weapons etc.) or a violation of University policies (the resident does not have to be present), the University Official (RA, RLC/AC, DRLH, etc.) will enter the room with an additional University Official. The University Official has the right to have to be escorted by campus police for purposes of safety.
- In execution of the search by the University Official, should criminal elements be discovered, by law, the University Official must notify campus police, who then must secure a search warrant or gain consent from the resident for purposes of a criminal investigation. The University Official can continue to search the room as the room is property of the University.
- The resident can be invited to be present at the search, unless there is foreseeable imminent danger.
- Except of cases of imminent danger, or if the resident cannot be located, the resident can be invited to be present and will be notified of the reason for examination and its findings.
- Also see Health and Safety Inspections.*

### **SECURITY SCREENS/WINDOWS**

The removal, loss of, damage, or opening of a security screen or window in student rooms or public areas in a hall is prohibited. Tampering with or removal of window restrictions is also prohibited. Failure to abide by this policy will result in billing and/or additional judicial action with the possibility of housing contract termination (removal from housing).



## **SELF-DESTRUCTIVE BEHAVIOR**

Students experiencing mental or emotional instability or distress are encouraged to notify a RA, RLC, AC, GA, or any other RL&H personnel to obtain a referral for professional assistance from the medical or counseling facilities on campus (Counseling & Self Development Center, Brooks Health Center). The safety and security of all students is paramount and to maintain an atmosphere conducive to academic success and overall wellness, suicide attempts, threats, or gestures by students are prohibited. Depending upon the severity of the behavior, a student will also be referred to the Behavioral Intervention Team, and potentially receive an emergency vacation of housing to get the best care.

## **SMOKING/TOBACCO PRODUCTS**

1. In conjunction with the University policy, smoking and the use of tobacco products is prohibited on campus.
2. The sale, sampling, or advertisement of all tobacco products or their use is prohibited in or around any residence hall building and in all residence hall publications (fliers, brochures, event postings, etc.)
3. All members of the SC State residence hall community, including visitors and vendors working on campus, are expected to comply with this policy. This policy relies on the consideration and cooperation of tobacco users and non-users.

## **SMOKE DETECTORS**

Should a smoke detector or alarm malfunction and/or its batteries wear out, residents are required to notify the respective area staff member immediately so it may be repaired or replaced. Students should not remove batteries, disconnect or otherwise disable smoke detectors or alarms. Disabling fire safety equipment may result in immediate removal from University Housing as well as additional judicial action with the possibility of housing contract termination (removal from housing).

## **SOLICITATION IN RESIDENCE HALLS**

The use of a residence hall room or apartment for solicitation of any type is strictly prohibited. This includes, but is not limited to, babysitting, organizations, personal services, snacks or food that is not a part of an approved university sponsored program. In order to protect the privacy of students and to provide them with maximum security, the following policy governing solicitation in residence halls has been adopted:

*Solicitation is prohibited and is defined as contact for the purpose of:*

- Soliciting funds or sales or demonstrations that result in sales;
- Distributing advertising or other materials;
- Compiling data for surveys or other programs; and/or
- Recruitment of members or support for an organization or cause.

Materials may not be posted or distributed on residence hall property unless they are approved by Student Activities and/or the RLC or AC of the hall in question. Door to door solicitation or solicitation in common areas of residence halls is prohibited for all groups and individuals including student government candidates and other campus organizations, without the permission of the RLC or AC. Use of lobby tables for soliciting funds is prohibited for external vendors or organizations other than hall governments. Residence hall governments may approve the setting up of tables for the purpose of recruiting members, compiling data, or distributing materials relevant to the needs and wishes of residents.

Use of residence hall lobby tables is permitted for campus organizations and other University Offices only after permission has been received through the supervisor of the designated area.

External vendors may not advertise, distribute, or leave coupons in the residence halls except in approved locations by the appropriate residence hall staff.

## SPORTS AREAS

The playing of sports that would otherwise be played in specific or designated sports area are prohibited in the residence halls hallways, rooms, balconies, breezeways, etc. Participating in these activities in the residence halls or failure to report these activities in the residence halls may result in immediate removal from housing due to the nature, environment, and risk that they pose. Barbells and other weights that may be used for the intent of weight lifting must have proper covering (plastic, attached cloth, etc.) for the purpose of safety and order. Dart playing, paint ball fighting or paintball guns, water guns, etc. are not permitted in the residence halls.

## SUMMER AND INTERSESSION GUIDELINES

The Resident's Guide to Living and Housing Contract is in effect for the entire academic calendar year. Refer to the most recent copy for updated policies and standards. These policies and standards may be modified by the Office of Residence Life and Housing based upon various circumstances. Residents will be immediately notified of modifications. Intercession housing (to include Thanksgiving break, Winter break, Spring break, and breaks between Spring and Summer sessions and Summer and Fall sessions) is not guaranteed. If intercession housing is available, persons desiring to stay may be assessed a daily rate.

## TRASH REMOVAL

Residents are responsible for the disposal of their personal trash items that originate in their room/suite. Personal trash should be brought to the dumpsters that are adjacent to the residence hall. Personal trash should not be left in hallways, bathrooms, stairwells, lobbies, or other common areas. Those who do not dispose of their trash properly will face judicial action and fines for improper trash disposal. Residents can be fined for trash left in common areas, courtesy, integrity, and civility is encouraged.

## VISITATION PHILOSOPHY, SPIRIT, STANDARDS, AND POLICY

Visitation is defined as those times during which residents may have guests in their rooms, suites, or apartments, or in the public areas of residential floors beyond the main lobby. Specific visitation plans outline the time frames that visitation is permissible. The right of a roommate to sleep or study takes precedence over visitation. It will be necessary that the roommate and suitemates discuss concerns and wishes (acceptable conduct, unacceptable conduct, who is allowed to visit, who is not allowed to visit, and the maximum number of visitors (two x the maximum number of occupants). **These items should be written and outlined in the roommate/suitemate contact.** Residents are expected to understand that visitation is a privilege. Their visitation privileges, if doing so interferes with the rights of the roommate/suitemates or of other residents, can be suspended or revoked. Failure to comply may result in further judicial action and/or housing contract termination (removal from housing).

### Standards

- Out of respect for the roommates residents must have roommates approval a minimum of 24 hours in advance and the signature of the RLC/GA
- Displays of physical intimacy beyond holding hands or a respectable hug are private acts that should be reserved for private settings. These explicit and/or vulgar acts and behaviors which interrupt the general welfare of the academic environment must not be expressed in residence hall public areas this includes but is not limited to lobbies, breezeways, halls, sidewalks, court yard.
- Residents as well as guest must respect the privilege of visitation and be considerate of others
- Hosts are responsible for all actions of their guest once they enter the premises (inside or outside) of the residence halls (see *Guest Responsibility*)

### Plan A

Visitation in this facility is restricted 24 hours/day, seven days/week, designated ONLY for emergency purposes.

### Plan B

Visitation in these facilities will be from **12 noon – 12 midnight** Sunday-Saturday

- Mitchell
- Truth
- Williams
- Battiste
- Mays II

### Plan C

Visitation in these facilities will be regulated by the residents of each living unit due to the nature, population, and structural design of these facilities.

- Hugine Suites
- University Village

## PLANS

SC State's residence halls differentiate in their visitation hour plans. Each of the three plans outlined show when guests are allowed in the halls under that plan.

## VISITATION PROCEDURES

In order to promote a safe and secure environment that is conducive to the academic goals of the University, the following procedures are in effect in all University residence halls:

Within the approved visitation hours, all guests must be signed in at the entrance of each residence hall and escorted by the host at all times. Each guest and host must present picture ID's to the staff member working at the main entrance. The staff member at the desk will enter the required information of the guest and host in the sign-in log and return the IDs back to the guest and host. The guest will be signed out upon return to the front desk with the host. A resident is permitted to sign in a maximum of two (2) guests, but no more than four (4) persons to a room, eight (8) persons to a suite only if the resident has approval from the roommate(s) for all guests (which should be documented in the roommate contract). Anything beyond this must have proper authorization from the RLC.

At all times, residents must present their school ID to the staff member working at the front entrance in order to gain access to the building. This practice is determined by the type of facility and population.

Residents may be permitted to have overnight same gender guests for a maximum of two consecutive nights (according to hall visitation plan), provided that approval is given by all roommates and that the guest is appropriately registered with the Residence Life Staff. No guest may stay more than two nights by changing hosts. No guest may stay more than three (3) nights in a seven (7) day span.

Persons under sixteen (16) years of age have restricted visitation limited to the residence hall lobby area. Persons under 16 years of age visiting at any time must be registered at the desk with the host's ID, and escorted at all times by the host. No babysitting is allowed in the residence halls. Residents having children visiting the residence hall will need prior approval from their roommate and the RLC. Minor guest at the age of sixteen (16) or older will be subjected to university policies and standards.

Failure to gain the approval of roommates or to register the guest will result in the guest being asked to leave and referral of the resident student for judicial action with the possibility of housing contract termination (removal from housing). A resident's visitation privileges may be suspended until the case is resolved.

If a host or guest visitation privileges are suspended or revoked, this applies to all residence halls. A host whose privileges have been suspended or revoked will only be allowed to be in his/her respective residence halls. A guest that is not a resident student will not be allowed in or on the premises of any residence hall. Depending on the degree of the violation a campus no trespassing order may be issued.

Certain residence halls are exceptions in which residents are not expected to sign in their *guests (Hugine Suites, University Village, Queens' Village)*. Visitation privileges in no way alter other residence hall regulations, including quiet hours.

**Overnight Guests:** Overnight guests in traditional residence halls must be registered and must possess an Overnight Guest Pass for the duration of their overnight stay. Overnight Guest Passes may be obtained from the staff (RE, RA, or RSO) at the front desk of your residence hall. Overnight guests must be of the same gender as the host, must have a valid photo ID, and must be over the age of 18. Hosts of overnight guests MUST obtain permission to have an overnight guest from their roommates and/or suitemates prior to requesting an Overnight Guest Pass. Overnight guests are not permitted to stay for more than two consecutive nights (not to exceed 6 weekdays OR 3 weekends within a calendar month). All of which must be within the terms of the roommate contract.

**C Plan only:** For late night visitation (between 12:00 midnight and 8:00 am), on days and at times when visitation is permitted, a resident's visitation privileges must be within the scope of the roommate/suitemate contract.

Changes and/or additional regulations may be implemented by residence hall governments or staff, but must be approved by the /Director of Residence Life and Housing or designee. Residents will be advised of such changes and/or additions.

The hosting resident will be responsible for the conduct of his/her guest(s) at all times and must be present with the guest(s) at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations. **Hosts are responsible for a guest until he/she has left the hall or premises (see also guest responsibility).**

Please note that cohabitation (bunking) is strictly prohibited within all single student residence halls (all traditional and upperclassmen areas). Bunking constitutes anything beyond the scope of overnight visitation standards. **If cohabitation (bunking) is occurring within any room or suite all residents will be held responsible (which will include a fine and judicial action up to termination of housing contract).**

**C visitation plan** is contingent upon the agreement outlined in the Roommate/Suitemate Contract. See below chart.

Visitation Plan Type	Visitation Plan Hours
Limited Visitation	12am-8am (visitation is NOT permitted during these hours- all other C Plan visitation standards and policies still apply)
Self-Regulated Visitation	Determined by mutual agreement during roommate/suitemate contract completion and signing (all other visitation standards policies still apply)

## WEAPONS

No weapon of any kind is permitted in the residence halls. This includes toys or objects that may resemble weapons such as water guns, knives, nun chucks, brass knuckles, etc. *Please see The Student Code of Conduct.*

## PROCEDURES FOR RESPONDING TO VIOLATIONS

Based on a concern for the welfare of the total University residence community, as well as the individual, the following policy outlines procedures and reasons for responding to violations.

## OPTIONS FOR RESOLUTION OF DISCIPLINE VIOLATIONS

Violations of policies and procedures may initially be referred to a Resident Advisor, Community Assistant, Graduate RLC, RLC, Residence Security Officer, or other Judicial Hearing Officers for appropriate action. The case may be resolved by the residence hall staff, DRL&H, or the Residence Life Judicial Process or University Judicial Review Board for resolution.

## MEDIATION

This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the housing staff member referring the case. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges as well as additional judicial action. Mediation may still be imposed by the judicial officer in conjunction with other sanctions.

## INFORMAL ADMINISTRATIVE HEARING

Cases may be resolved in an informal judicial administrative hearing when the student (s) accepts responsibility for the charges.

## FORMAL ADMINISTRATIVE HEARING

Refer to Residence Life Judicial Process or University Judicial Review Board.

### **RESIDENCE LIFE JUDICIAL PROCESS**

The Residence Life Judicial Process acts as the judicial branch of Residence Life and is composed of students and staff who have been selected and trained specifically to operate as sanction or hearing authorities for discipline cases. A hearing board consists of no more than five and no less than three SC State residents.

### **MONETARY JUDICIAL ASSESSMENT**

Fee amounts associated with policy infractions to include but are not limited to those listed in the Bulldog Guide to Living.