

# RESIDENTIAL LIFE LIVING ON CAMPUS GUIDE

**WELCOME** to the residence halls of Claflin University we are glad you have chosen to make the residence halls your home, and we hope to help you make this an exciting and productive year.

This handbook is your essential guide to residential living. In it, you will find information about services, facilities, procedures, and regulations. When you signed your housing contract, you also agreed to abide by the terms of this handbook, which is a part of the agreement. **Please read it carefully!**

## **Residence Hall Staff**

The Department of Residential Life is committed to providing services for our residents that far exceed mere room and board. From the central office to the Resident Assistants (RA's), the residence life staff acts as a team to make each resident's on-campus experience as positive as possible. These trained staff members are available to assist you with any problems. Here is who you see if you have any questions or concerns:

**Your Resident Assistant (RA) is a full-time student** who is trained to provide program-planning, peer counseling, and to help ensure policies are observed and followed by all residents. Talk to your RA about activities you would like to see happen. RA's are also excellent resources and are very familiar with what is available on campus. Each RA is scheduled nightly desk duty, on call duty, and weekend duty. Your RA also has open door hours. This is to ensure that your RA is available to you.

**The front desk** in each residence hall is staffed by a desk aide and/or an RA each day. All guests are asked to sign in and out at the front desk.

**The Resident Manager (RM) and Assistant Resident Manager (ARM)** is full-time administrative staff members who are available to assist you. The RM supervises the RA's and desk staff, supervises the Hall Council, conducts discipline meetings, and offers supportive counseling. The RM also oversees educational, spiritual, and social in-house programs that are implemented by your RA. The ARM assists the RM in all areas to ensure the residence hall remains conducive to study and building safety/security is maintained.

**The Director of Residential Life** is the administrator in charge of college housing and has the responsibility to plan and maintain a residential environment that meets the "living-learning" needs of its students. Information regarding off-campus listings is also available from this office.

One of the advantages of living on-campus is the number of opportunities to get involved.

Your hall community starts with you. While residential life staff members are here to assist in community building efforts, **your** involvement and ideas will ultimately determine what kind of living environment you will have. As part of a “living/learning” environment, there are many ways to become a part of your residential community. For instance:

**Come to floor meetings.** What better way to find out important information and get to know your neighbors too. Please be reminded that if you cannot attend, inform your RA in advance.

**Be a part of your Hall Council.** In each hall, students select a president, vice president, treasurer, secretary, and floor representatives. These officers lead the students in planning activities, such as major weeks (Homecoming) and social events. Hall Council meetings are held regularly and are open to all residents. The procedures for electing officers are as follows:

1. The Resident Manager receives nominations from the hall for the offices of president, vice president, secretary, and treasurer.
2. Candidates for the above offices are screened carefully by the Resident Manager. The Manager decides that if all the council nominations in any category fail to qualify, he/she has the power to solicit other nominations.
3. The names of the qualifying candidates are presented to the hall for final approval.
4. An election is held.

**Attend hall programs,** social, spiritual, and educational. Regular activities include presentations by facilitators, workshops, and recreational events.

**Apply to be an RA.** RA's gain valuable skills and leadership experience, while helping build a strong, active residence hall community. Consider joining the team when positions are advertised.

Each residence hall has a unique character and atmosphere, resulting from its special history, design, and most of all, the students who call it home.

**A Diverse Community.** Perhaps one of the best opportunities afforded by living on-campus is the chance to meet and interact with a very diverse population of fellow students. Our residence halls are home to students from a variety of countries, states, and cultures. College is a time to expand awareness, learn from and about others, and to learn more about you. There is perhaps no better way to achieve all of these purposes than by getting to know other residents who are different from you. Approach relationships with an open mind in an effort to understand why others are the way they are and to think the way they do. As you are a unique individual who wants to be understood and appreciated for who you are, so is everyone else. So make the most of these extracurricular educational opportunities and broaden your world!!

**Maintenance and Cleaning.** If you know of any damages or needed repairs, fill out a work order at the front desk. Being as specific and complete as possible can speed the maintenance process. Problems with locks, keys, or doors must be reported immediately to protect your security as well as that of others in the community.

Cleaning of the bathrooms, showers, and other public areas is checked regularly by the RM. However, all residents are responsible for regular clean-up and helping to maintain a sanitary bathroom environment.

### **Mail & Packages**

The Post Office, located at the lower level of the Campus Center, does not deliver mail to the residence halls. To receive mail, you must open a box by presenting your student ID card at the Post Office. Incoming mail should be addressed as follows:

**Your Name  
Claflin College  
Box xxxx  
Orangeburg, SC 29115**

### **Room Telephones**

Each student is responsible for providing a telephone. The College has provided a telephone outlet in each room for local calls. Students are advised to purchase Calling Cards. Calling cards should be kept in a safe place and never lent to anyone.

### **Fire alarm procedures**

Before an emergency happens, familiarize yourself with the fire exits in your hallway. If an alarm sounds and remains on, you are to assume there is an emergency and immediately evacuate the building. Failure to evacuate the building will result in disciplinary action.

Remember:

1. **Feel the door for temperature.** If it is hot, do not open it.

2. **Close the room windows.**
3. **If you cannot leave your room**, stay calm – Call College Security at ext. 5444 to notify authorities of your location. Stuff sheets or clothing in cracks under doors. Hang a sheet out the window or shout for help to attract attention.
4. **If you leave the room**, close the door behind you. Stay low to the ground if smoke is present. Move quickly; do not run. Take a towel to avoid smoke inhalation. Wear a coat and shoes.
5. **Do not use elevators.** Use fire exits and stairs.
6. **Do not re-enter the building until permitted to do so by residence hall staff.**

**Fire drills** may be conducted periodically. You must respond to any alarm as an actual emergency. In the event of an alarm, you are required to evacuate the building immediately. Failure to do so will result in disciplinary action.

**Fire Safety.** Tampering with or disabling any part of the fire alarm system (removing smoke detector batteries, discharging a fire extinguisher, registering a false alarm, or setting a fire) can endanger life and property and may result in termination of your housing contract, restitution, disciplinary action, and or criminal prosecution. Further information can be obtained from the Claflin University Student Handbook.

**Laundry.** Coin-operated washers and dryers can be found in each residence hall. Report any malfunctions to your RA/RM immediately.

**Parking.** There are no parking privileges on campus for freshmen resident students. Commuter students may park in designated commuter lots after purchasing a parking permit from the Cashier's Office in Tingley Hall.

### **Personal Safety**

1. Evening travel – Never walk alone on campus after dark. Always walk in groups.
2. Suspicious persons – Report suspicious persons or activities to hall staff or Claflin University Security (x5444) immediately.
3. Do not allow unescorted or unidentified individuals to enter or loiter in the residence hall.
4. Never block open a residence hall entry or exit door.
5. Limit your potential exposure to victimization by:
  - never carrying large sums of cash;
  - keeping your room door locked whenever you leave; even if for a

- not leaving valuables in plain view, either in your room or in your parked vehicle;
  - Always lock away checks and credit cards
  - Take seriously the need to develop personal Safety skills and habits.
- short time;
  - contacting Clalfin University Security to have all your valuables engraved with your personal ID number.

## Residence Hall Conduct System

**Process:** The Claflin University Student Code of Conduct is the standard of behavior expected of all resident students. This standard of conduct is designed to encourage students to take responsibility for their actions and to assure that the rights of all members of the residence hall community are respected. Information on the Student Code of Conduct can be found in the Claflin University Student Handbook.

The discipline process starts with an incident report, filed by staff, indicating a possible violation of hall policy Conduct. Resident staff (RA's/RM, ARM) is instructed to document apparent violations of policy. Having an incident documented is not necessarily tantamount to receiving a disciplinary sanction. This documentation provides the Resident Manager with information from which to decide if a discussion with the resident is necessary. The RM may then meet with the involved student(s) to discuss the incident and take action as follows:

- ➔ The RM may determine the student was not involved in a policy violation.
- ➔ If the student is found responsible, the RM may issue sanctions.
- ➔ The student has up to five (5) days to submit a written appeal of an RM sanction. Sanctions are an administrative decision and may be appealed to the Director of Residential Life.

**SANCTIONS:** When a student is found responsible for a violation, any of the following disciplinary sanctions may be issued:

**Counseling.** An informal discussion with the RM to correct the behavior; may include a verbal and/or written warning.

**Fines/Restitution.** Fine or required repayment for damage to property.

**Assigned Project.** Work of community service, which may include helping plan a hall activity or program.

**Loss of Privileges.** A resident may lose certain hall privileges; such as visitation, or participation in social activities.

**Educational Sanctions.** This could include writing assignments or attending a workshop.

**Required Session** with either counseling or health professionals.

**Room Change.** Reassignment to a new room, floor, or hall. This administrative decision is made by the Director of Residential Life; the RM may recommend such action.

**Residential Hall Warning.** A written statement placed in the student's file, indicating that further violations will result in more severe disciplinary action.

### **Removal from Residence Hall System.**

The Director of Residential Life can recommend to the Vice President for Student Development and Services that a student's housing contract be terminated. The student may be prevented from returning to the halls, even as a visitor, depending on the violation. This administrative decision may take effect immediately if the student's continued presence constitutes a threat to the health, safety, or well-being of the residence hall community.

**Referral to the Vice President for Student Development and Services** for University discipline, which may include reprimand, disciplinary probation, disciplinary suspension, or expulsion from the institution.

## **Residence Hall Standards of Conduct**

Residence hall living is based on community effort, mutual respect and consideration of others. Residents are viewed as adults who are responsible for their actions. Acceptance of one's accountability is a crucial component of the maturation process. Regulations are not designed to control behavior as each individual has the sole capacity for controlling his/her own behavior. People who choose to engage in unacceptable behavior must be willing to accept that they are responsible for the consequences of doing so. As a resident, you are expected to abide by the following regulations, as well as all other college policies and federal, state, and local laws.

### **I Alcohol and Illegal Drugs**

- A. Possession or consumption** of alcoholic beverages in and around the residence halls is not permitted. Individuals who are not residents may not bring alcoholic beverages into the hall.
- B. Empty containers** of alcohol may be considered evidence of prior consumption in the room. Displays using empty alcohol containers are not allowed in the residence halls.
- C. Drugs.** The illegal use, possession or distribution of narcotics and dangerous drugs or drug paraphernalia is not allowed in the residence halls.
- D. Offensive behavior.** Any student who exhibits offensive or inappropriate behavior while under the influence of alcohol or other drugs will be subject to disciplinary action for an alcohol or drug violation.

### **II Quiet Hours/Noise**

- A.** Common courtesy hours concerning noise are in affect 24 hours a day. Excessive noise is not permitted at any time. This regulation recognizes that in any community consisting of so many diverse individuals, basic courtesy is always required for people to be able to pursue their own activities and schedules. Even an isolated outburst of excessive noise can wake someone from a much needed nap or break one's concentration during a study session. Congregating in hallways creates excessive noise, which should be avoided by moving into rooms, lounges, or other

common areas. Most musical instruments can easily create excessive noise. Loud voices and other activities in close proximity to the residence halls may also create excessive noise levels. Please respect your hall community by abiding by quiet hours.

- B. During the final exam period, quiet hours are in affect 24 hours a day. It is essential that people's needs for sleep and study are particularly respected during final exams.
- C. Stereos are a frequent source of noise disturbance thus high-powered stereos is discouraged. It is important to realize that you are only one of many residents and that musical tastes and preferred volume levels vary widely. Listening to music is a personal thing, so if you like your music loud you might consider headphones, or better yet, adapting your tastes to lower volume levels. Also, speakers should never be placed in or near windows and your door should always be closed when playing your stereo.
- D. During designated quiet hours, particular courtesy should be shown to enable others to concentrate on their studies and get sufficient sleep. Students who fail to maintain appropriate quiet study standards may be subject to disciplinary action taken.

### III Guests/Security

- A. A 24-hour advance notice is required for overnight guests of the same gender. All approved overnight guests must complete an "Overnight Visitor Form" and submit it to the Resident Manager. All roommates and Suite mates must sign and agree to your guest visiting.
- B. **You will be held responsible for the behavior of your guest(s).** Every member of the hall community has obligations to others in the community which outsiders may not have. Consequently, the people who bring a non-resident into their living environment must be willing to assume responsibility for that person's behavior. This encourages residents to give greater consideration to who they bring into the residence hall and also to make greater efforts at encouraging responsible behavior by their guests. While you cannot control another person's behavior, you can control whom you choose to have as a guest. That fact that you are responsible for those people you allow to visit should foster more judicious decision making on your part. It is your responsibility to inform guests of residence hall policies and to encourage compliance.
- C. **Residence Hall Hours**  
The entrance door to each residence hall is opened at 8:00 A.M. and locked at 10:00 P.M. All doors close at 12:00 midnight. Access will only be allowed with an authorized key card.
- D. **Door Propping.**  
It is prohibited to prop open any residence hall door. This is a breach of security that can put others at risk. Do not let unknown individuals into the building. Refer them to University Security for assistance. As part of your commitment to community living, it is essential for you to assume responsibility for helping maintain a safe and secure environment for all residents.

### **E. Exterior Doors**

Opening a fire exit door is prohibited at all times except during an emergency. An alarmed door should only be heard in times of a fire or similar emergency. Therefore, causing an alarm to sound is the same as causing a false alarm and is a discipline violation.

## **IV Disorderly Conduct/ Unacceptable Behavior**

Our residence halls exist to complement the educational mission of our institution of higher learning. Our expectations and standards of acceptable behavior are reflective of our purposes. In concert with the behavioral standards of the Claflin University Student Code of Conduct, the following abusive behaviors will not be tolerated:

- A. Verbal Abuse**, including offensive and /or derogatory language.
- B. Threatening behavior**, whether written, verbal, or physical.
- C. Any use of force** or physical violence.
- D. Trespassing**, entering or remaining in a room without the resident's permission.
- E. Lewd, obscene, or offensive behavior.**
- F.** Any behavior which demonstrates an inability to abide by the requirements for group living.

Any of the above behaviors may result in disciplinary action, which could include immediate dismissal from the residence halls.

## **V Failure to Comply**

For us to be successful in developing responsible and respectful communities, we must have cooperation from residents who respect and share our goals. You may, at times, question policies or the means of implementation. If so, you should voice your dissent through proper channels, such as, making an appointment with your RM or the Director of Residential Life. Having people fail to comply with regulations or encourage others to violate policies can lead to chaos. Providing false information may also cause unnecessary disruption, in addition to failing to meet the standard of honesty we expect. The following actions will result in disciplinary action:

- ➔ Failure to comply with the directions of a college official, including a residence hall staff member.
- ➔ Providing false information or identification to a college official.
- ➔ Aiding or encouraging others to violate hall policies.
- ➔ Failure to produce an official student ID card upon request of any staff member.

## **VI Security Precautions**

**Always lock your door** whenever you leave your room, even if it is only for a short time. Never leave your room door unlocked if your roommate is asleep! This leaves your roommate especially vulnerable.

- A. Lockouts.** If you lock yourself out of your room, find a staff member to let you in. Fees are as follows:

8:00 a.m. – 8:00 p.m. = \$2.00

8:00 p.m. – 8:00 a.m. = \$5.00

You **must** pay your lock out fees upon being let into your room.

- B. Lost Keys.** Report lost or stolen keys to your RA/RM. **Do not hesitate to report missing keys: failure to immediately report missing keys creates a breach of security for everyone and is considered a serious offense to the residence community.** Key costs for replacements are as follows:

\$25.00 – Room Key

\$50.00 – Front Door Key Card

- C. Unauthorized use of keys. Duplicating, borrowing, or loaning room keys to guests or friends is strictly prohibited under all circumstances.** Keep close track of your keys. **They are not transferable.** You will be billed \$25.00 if you turn in the wrong keys when you check out of the residence hall.

## **VII Your Room**

- A. You will be held responsible for conduct occurring in your room.** You have accepted responsibility for your living area. Consequently, anyone in your room is either a guest or trespasser. Trespassers should be reported immediately. You have also been issued keys, which enable you to prevent others from entering, when you are not home.
- B. Check-In.** You and your roommate share responsibility for the condition of your room. **When you check-in, be sure that all damages are listed on your Room Inventory Form. When you check out of your room, you will be billed for any damages not listed at check-in.** If you find damage after you move in, report it to your RA immediately.
- C. Check-Out.** You are responsible for your room and its contents until you are officially checked out. **To check-out, you must make arrangements with a hall staff member to check your room, sign your room inventory form, and turn in your keys. All of your belongings must be out of the building by the time the hall officially closes.** Your RA will indicate possible charges on the inventory form; however, the final determination of charges will be made by the Department of Residential Life, not your RA. You will be charged for cleaning if your room is left dirty and for any trash you leave in the building. **Items left unclaimed after the hall closes will be removed and discarded by residence hall staff.**
- D. Room Inspection.** You are also responsible for keeping your room clean and free of any fire hazards. The RM will make routine room inspections of rooms to ensure compliance with health and safety standards. Continued failure to meet adequate standards may result in the following:

- 1<sup>st</sup> offense – Verbal Warning
- 2<sup>nd</sup> offense – Written Warning
- 3<sup>rd</sup> offense – A fine of \$50.00

### **VIII Prohibited Items.**

The following items are not permitted in the residence halls. Such items may be confiscated and held until they can be removed from the hall permanently.

- Any weapons, including firearms, BB guns, bows and arrows, martial arts weapons, knives, and any item that is a reasonable facsimile of such a weapon. Possession of weapons may result in the cancellation of your housing contract as well as additional disciplinary action.
- Flammable liquids, harmful chemicals, gasoline, explosives, flares, firecrackers and fireworks. Possession of such materials may result in the cancellation of your housing contract as well as additional disciplinary action.
- Candles, incense, and any open-flame burning items.
- Space heaters, power tools, and air conditioners. Serge suppressors and multi-outlet cords with circuit breakers, however, are permitted. **The College is not responsible for damage due to power surges.**
- Cooking equipment: no hot-plates, toasters, toaster ovens, electric fry pans or anything with an exposed heating element can be used only in kitchen areas. **Food must be disposed of properly. Do not dump food into sinks or drinking fountains.**
- Decals, stickers, contact paper, darts, dart board or other items which may damage walls or furniture.
- Lofts, bunk beds (unless provided by the college), cinder blocks, or any other propping devices.
- Possession in your room of stolen property, such as street signs.
- No pets allowed.
- No “real” Christmas trees or wreaths. Strings of lights are OK if you unplug them when leaving your room.
- Motorcycles, mopeds and automotive parts or components may not be kept in or around the buildings, except in designated parking areas. **Bicycles may not be kept in hallways, stairwells, or public areas.** Nothing may be attached to exterior poles, railings, trees, etc.

### **IX Prohibited Activities**

The following activities create a risk of damage, injury or other intrusion on the rights of others and will result in disciplinary action:

- Vandalism, damage to, or theft of university or personal property. If you accidentally cause damage, report it immediately. Otherwise, it becomes a disciplinary issue.
- Throwing or discharging anything from or toward the building, or inside the building,

including water balloons, bottles, cigarette butts, food, balls, rock, spit, etc.

- Water fights in or around any part of the building's structure. Such activities can cause damage and injury and tend to escalate beyond what one or more of the parties intended. This includes using water guns of all types, buckets, cups, or any other item that might be used in a water fight.
- Being on any part of the building's outside structure, including window sills, window ledges, roofs, attics, walls or railings.
- Any games or activities in hallways, common areas, rooms, or adjacent parking lots which can cause or contribute to personal injury, damage or excessive noise, such as frisbee, darts, wrestling, tossing balls, bouncing balls, etc.
- Painting or drawing on the walls of your room or hallway. Unauthorized murals will be subject to charges and repainting.
- Removal of furniture from common areas. Furniture in common areas, including suite common areas, is there for the common good.
- Storing or placing items outside rooms, windows, on ledges or on railings. This includes personal trash!
- **No smoking is allowed in any residence hall. This includes common areas! Violators are subject to disciplinary action.**
- Parking illegally in areas adjacent to the residence halls. Parking in fire lanes or the front of the building may obstruct emergency vehicle access, threatening the safety of the entire residence hall community.
- Entering any unassigned room will result in serious disciplinary action. Your housing contract entitles you to qualified use of the particular room currently assigned to you. Attempting to utilize or enter any unoccupied room is strictly prohibited.
- Actions or activities prohibited in the Claflin University Student Code of Conduct as indicated in the Student Handbook.
- Actions or activities prohibited by local, state or federal law.
- Tampering with or disabling any part of the fire alarm system, removing smoke detector batteries, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property, and may result in cancellation of your housing contract, restitution, disciplinary action, and/or criminal prosecution.
- The use of candles is extremely dangerous and prohibited.
- Highly flammable material such as moss and cloth material covering the ceiling is prohibited.
- Hangers for hanging pictures, tacks, pins, and nails are not be used on walls or woodwork. Remember, you are responsible for any decoration that either alters or otherwise damages the facility.
- Alcoholic beverage containers are not allowed in the residence hall.