

Claflin University

Residential Handbook

Dear Residence Hall Student:

Welcome to Claflin University and your residence hall. As a resident student, you are part of a diverse community of learners, where every member must work together to shape and develop the kind of environment in which you want to live. As you live and learn together, you will need to be aware of the needs and lifestyles of others. You will be living with and developing and appreciation for students from diverse backgrounds and cultures. The close living conditions of a residence hall mean that everything you do affects those living around you.

The Residence Life program is dedicated to the total growth and development of each student and is an essential part of the total educational experience found at Claflin University.

To enable you to make the most of your on-campus experience, it is important that you understand your responsibility as a member of Claflin Residential Community. This resource guide will answer many of your questions and outlined policies which are essential to good community living. It is necessary for you to understand these policies and be familiar with the information in your residence hall contract. As a responsible community member, you will be held accountable for your actions, and you must understand and respect the rights of others.

Your cooperation, participation and helpful contributions to the living environment are necessary for the success of your residence hall and your total educational growth.

Best wishes for the coming year.

Ruby F. Simmons

*Ruby F. Simmons
Director of Residential Life*

**The Claflin Imperative:
Preparing Students for Leadership and Service
In a Multi- Cultural, Global, and Technological Society**

GUIDING PRINCIPLES

- COMMITMENT TO EXCELLENCE
- COMMITMENT TO VALUING PEOPLE
- COMMITMENT TO BEING CUSTOMER FOCUSED
- COMMITMENT TO QUALITY EDUCATIONAL PROGRAMS
- COMMITMENT TO FINANCIAL RESPONSIBILITY

CLAFLIN UNIVERSITY VISION

Claflin University is committed to being nationally recognized as premier independent liberal arts University in the Southeastern region of the United States and to continuously demonstrating commitment to excellence in carrying out our mission by building on progressive educational, humanistic and religious values by providing opportunity to students from a wide range of backgrounds and academic abilities, by adding value of all the students we enroll, by being faithful stewards of the resources and assets entrusted to our care and by improving in everything we do.

MISSION STATEMENT

Claflin University, which retains its historical commitment to educating students of diverse backgrounds and preparation without regard to gender, race, religion, or ethnic origin, is an independent, co-educational, historically Black, United Methodist church related four years institution.

The University is guided by its mission to providing each student with a professional liberal arts education designed to produce graduates who understand themselves, as well as the historical and social forces which impact their world. Their educational experience will include an understanding of aesthetic in the world. The University committed to produce students of diverse backgrounds who are prepared for lifelong learning and who are prepared to become contributing, highly productive citizens and leaders in their respective discipline, community and the world.

The University will enhance opportunity for learning and strive to achieve excellence in all endeavors by:

1. Providing students with a high- quality, diverse learning environment while simultaneously providing faculty and staff with a high- quality working environment.
2. Provide a Christian, caring, open, nurturing, concerned and supportive multicultural environment for teaching, research, and service to the community and world.
3. Recognizing that our students are our first priority and the primary function of faculty/staff/administration is helping our students succeed academically and in the transition from University life to becoming productive members of the society.
4. Providing and emphasizing individual attention and excellence in the teaching of our students.
5. Providing excellent academic programs, including international programs and service learning opportunities and resources for our students and faculty fueled with a passion for academic excellence.
6. Providing a care of outstanding faculty, staff, and administrators who are fully committed to doing their best and who work together to achieve excellence.
7. Being a significant part of the intellectual and cultural community of central South Carolina.
8. Sharing resources while assisting in solving problems of the community and the region to quality of life.

Residence Hall Staff

Each residence hall is staffed with trained resource people who will provide you with the information and assistance you need as a resident student. Get to know these staff members; they are vital part of your on-campus living experience.

Resident Manager

Under the supervision of the Director of Residential Life, the Resident Manager oversees daily operations of his/her residence hall and ensures that the hall operates within the parameters of a living/learning environment. The Resident Manager is responsible for the total enforcement of both of the Department of Residential Life and College policies and procedures.

Assistant Resident Manager

The Assistant Resident Manager is responsible for assisting the Resident Manager in daily residence hall operations. This includes hall programming, RA supervision, and required administrative paperwork.

Graduate Assistant

This position is designed for a graduate student who has demonstrated exceptional responsibility, leadership, interpersonal skills, and an interest in staff development and assessment.

Resident Assistants (RA)

RAs are undergraduate students who are assigned to a floor in each building. RAs are resource people who provide programs, enforce policies and promote a community atmosphere on the hall. They are specially trained to help students make an easy adjustment to residence hall living.

RESIDENTIAL HALL COUNCIL

Philosophy for Residence Hall Council

The purpose of developing Residence Hall Council is to encourage our students to become actively involved on campus and in the community. We believe that is important to educate our students about the importance of Community- at the floor, building campus and the Orangeburg Community. Residence Hall Council is concerned with encouraging student growth and development of skill such as leadership, organization and communication. Through this, programming will be promoted and geared toward to needs and growth of the students, thereby raising the quality and value of programming and residence hall living. This format is designed to increase student development and compliment community development.

The Residence Hall Council is designed as a student- run organization, which is advised by the Residence Hall Manager. The Council will work hand- in hand with Resident Assistant programming focusing primarily on community development opportunities. These opportunities will range from social events to service events within the hall and throughout the larger community.

The structure is designed so that students begin to take a more active role in their residence hall, and as a result respect the environment and the people who co- exist within it. The positions within the Council such as President, Vice- President, Secretary, and Treasure will help to build and strengthen student leaders on campus. This, we hope, will also increase retention for the University and the residence halls, and provide excellent educational opportunities for our students.

The Residence Hall Council is designed to include participation in building, University and community events. Such events include, but are not limited to; community socials, education's programs, and service projects. More specifically the Councils will be expected to participate in Wellness month, Homecoming, Alcohol Awareness Week, and Open House. Participation in these events in a variety of settings will increase student's awareness about issues- both campus and community related. It will, in turn, contribute to the overall development of our students and build a tighter, more collaborative with Claflin and the community at large.

Objective of Residence Hall Council

- To increase student involvement in decision-making.
- To provide effective channels for feedback and input between students, staff, and administration.
- To promote student and community development.
- To promote quality programming within and among Residence Halls.
- To develop student skills in leadership, organization, and communication.
- Budget and disperse available funds
- Create a system of rewards for residence (recognition banquet, monthly rewards for best kept room).

RESIDENCE HALL COUNCIL STRUCTURE

Residence Hall Manager

Resident Assistant

President

Vice President

Secretary and Treasure

Building Residents

PROGRAMMING REQUIREMENTS

Spring Semester

Community Service Program(1 program)

Examples: Campus Clean Up, Blood Drive, Food/Clothing Drives, AIDS Education in the Orangeburg Public Schools

Social Program (2 programs)

Examples: End of the year gathering, Super Bowl Gathering, Movie Marathon

Other Activities

Black History Month

Breast Cancer Awareness Week

MADD (Mother's Against Drunk Drivers)

Date Rape

Alcohol Awareness Week

Examples Bulletin Board about the Effects of Alcohol on the body

President

- Attend all meeting
- Attend al function
- Must meet with Resident Manager prior to each meeting to prepare agenda
- Preside over meeting of Residence Hall Counselor and notify member of meetings
- Must work with Resident Manager to supervise, motivate, and evaluate the individuals responsible for special evens/projects sponsored by the council
- Must be a role model student in good standing(not probationary status and a maintain at least 2.00 GPA)
- Must meet with Resident Manager for individual meetings
- Must attend training sessions in the fall and spring
- Establish committee when appropriate

Vice President

- Supervise the work of all committees appointed by the President
- Help guide the residence hall council(provide leadership, lobby for support, recruit members)
- Preside over council meeting in the absence of the President
- Act as a role model within the residence hall and the University community

Secretary

- Keep an accurate record of the minutes of the council meeting, post the minutes in residence hall and distribute copies to the council members, the RM, and the Director of Residential Life
- Supervise the sending of cards to hall members who are ill, lose of loved one, or otherwise deserve special attention
- Have a copy of the minutes at meetings for approval and correction
- Maintain attendance records for all council members
- Act as a role model within the residence hall and the University community

Treasurer

- Maintain accurate financial records of all revenues and expenditures by residence hall council and staff
- Supervise all fund raising activity by the council
- Review monthly printouts of their account and insure that they are accurate
- Report council financial condition at each meeting
- Act a role model within the residence hall and University community

Floor Representative

- Attend all council meetings
- Report to floor on council activities
- Report to floor on council rulings
- Visit your RA after each meeting to inform him/her of the information you obtained
- Attend SGA meeting
- Contact RA before calling a floor meeting/ work with your RA
- Initiate activities on your floor

IMPORTANT PHONE NUMBERS

Residential Life Director – 535-5301

Secretary to Residential Life – 535-5330

Asbury Hall - 535- 5300

Corson Hall - 535- 5655

Dunton Hall – 535- 5325

High Rise – 535- 5315

Kleist Hall – 535- 5595

Millwood Complex – 535- 5315

SRC East – 535- 5615

SRC North – 535- 5613

SRC West – 535- 5612

SRC South – 535- 5614

Security Booth – 535-5444

Student Health – 535-5328

Student Account – 535-5432

Cashiers – 535-5409

Financial Aid – 535-5334

Food Services – 535-5261

Information Technology – 535-5441

Maintenance – 535-5273

Bookstore – 535-5269

**CLAFLIN UNIVERSITY
RESIDENTIAL LIFE
CALENDAR OF EVENTS
2006-2007**

FALL 2006

August 9-11	Wednesday - Friday	Resident Assistant Training
August 12	Saturday	Residence Halls open for new/transfer Students
August 16	Wednesday	Residence Halls open for returning students
August 21	Monday	Classes begin
September 4	Monday	Labor Day Holiday – Residence Halls open
September 18-20	Monday-	Room Consolidation
October 16-17	Monday - Tuesday	Fall Break – Residence Hall open
November 21	Tuesday	Residence Halls close for Thanksgiving Break at 6:00 p.m.
November 26	Sunday	Residence Halls open at 1:00 p.m.
December 8	Friday	Residence Halls close for Christmas Break at 6:00 p.m.

SPRING 2007

January 2	Tuesday	Residence Halls open for new/transfer Students
January 3	Wednesday	Residence Halls open for returning students at 12:00 Noon
January 8	Monday	Classes begin
January 15	Monday	Dr. Martin Luther King, Jr. Holiday – Residence Halls open

PROGRAMS & ACTIVITIES

All resident students are encouraged to become active participants in campus life. Many opportunities for you to become involved are available through your residence hall.

Hall Program

The Residential Life Staff provides various programs throughout the semester which promote the development of students and build community within the residence hall. These programs give residents many opportunities to come together, share information, and learn from each other

Residence Hall Council

Each residence hall elects a council of student representatives. The hall councils provide opportunities for residents to be involved in social, educational and recreational activities, as well as residential improvement projects. Working with your hall council is an excellent way to get to know other residents and get involved in residence life activities. If you are interested in becoming involved, contact your RA or Resident Manager for more information.

Resident Student's Association

Representatives from each residence hall combine to form the Resident Student's Association. The purpose of this organization is to promote unity among Clafin residence hall, to determine the needs of all residents, and to create a viable working relationship between resident students and the administration. Contact your Resident Manager or RA to find out that your representative is and the meeting location.

COMMUNITY SERVICES AND INFORMATION

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

Telephone

Students must furnish their own telephone. All students' rooms have access to local telephone services.

Laundry Facilities

Residents have the privilege of free laundry service. Report any malfunction to your RA/RM immediately.

Vending Areas

Food and drink machines are available in each residence halls.

Room Repair

Items needing repairs in your room should be reported to the residence hall office. Residence hall staff will complete a service request and report the needed repairs to the University physical plant. The Physical Plant personnel will perform the maintenance required. You do not need to be present for work to be done in your room.



Study Area

Study areas are provided in all residence halls to promote a suitable atmosphere for learning.

Computer Lab

Computer Labs are provided in each residence hall.

Cable TV

Basic cable TV services are provided in each resident's room.

POLICIES

Contract

All students must sign a housing contract for the period of time that they reside in the residence halls. The contract period is for the fall and spring semesters (nine-month). Specific contract cancellation information is stated in the Residence Hall Contract.

Keys/Key Card

A room key and building entrance key card is issued to each resident at check-in. Residents should carry their key and key card at all time. Residents must return keys and key card upon check-out or reassignment and sign the appropriate documents. Residents must report any lost or stolen keys or key card to the Resident Manager.

Residents may not borrow keys from each other or loan keys to anyone.

All keys issued to residents are the property of Clafin University and may not be duplicated.

Unauthorized possession of keys will result in the confiscation of the key and possible restriction of the individual from the building.

A resident who requests access to his/her room by a Residence Life staff member for a lock-out will assess a \$5 fine.

Replacement Cost is as follows:

\$25 – Room Key

\$50 – Key Card



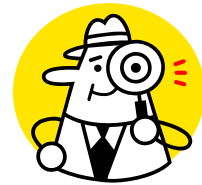
Smoking

Smoking is prohibited in the residence hall (e.g., room, hallways, stairwells, lounges, bathrooms). A \$50 fine will be assessed if evidence of smoking is found.

Room Inspection

You are responsible for keeping your room clean and free of any fire hazards. The RM will make weekly room inspections of rooms to ensure compliance with health and safety standards. Continued failure to meet adequate standards may result in the following:

- **1st offense** – Verbal Warning
- **2nd offense** – Written Warning
- **3rd offense** – A fine of \$50.00



Candles/Incense

Candles and/or incense are not permitted in campus residence halls due to fire safety reasons as stated in NFPA 101, The National Fire Protection Association, Life Safety Code, 1994 edition.

- Any candles found regardless of whether they have been burned or not, will be confiscated and immediately thrown away. A fine of \$25 will be assessed per candle confiscated.

- The burning of incense or use of potpourri burners is prohibited. Any incense or potpourri burners found will be confiscated and immediately thrown away. A fine of \$25 will be assessed per incident.



Cleanliness

Residents are expected to keep the assigned room reasonably neat and clean at all times and to correct immediately any abuse pointed out by the Resident Manager. The staff reserves the right to ask a resident to clean the room at his/her discretion. Violations of this policy will be referred through the disciplinary process and may be referred to the Director of Residential Life.

- Custodial services are not provided after the resident has officially moved into their room. Residents should report any cleanliness problems in common areas to the front desk.

The University wants to provide a clean, safe and healthy environment for all residents. Trash must be placed in designated bins/dumpsters and may not be left in hallways. **A \$25 fine will be assessed per trash violation for trash found in unauthorized areas (including bags of personal trash found in common area trash cans).**

Common Area Responsibility

Residents in the residence halls are jointly responsible for the care of common areas and residence hall property. Common areas are defined as those areas available for the use of all residents living in a suite, wing/side, floor, or hall. Fines for damages (e.g., trash, littering, and vandalism) to common areas and property will be assessed and divided among residents of the community if the responsible person is not identified.

Decorations

Residents are encouraged to decorate their rooms in a manner that will be pleasing to them. All decorations must be removed at checkout. The following are guidelines that should be considered:

- Curtains – Curtains may be hung using tension rods in the window frames. Drilling holes in walls or using nails to hang curtain rods is prohibited.
- Dartboards - Dartboards and/or archery equipment are prohibited in residence halls.
- Furniture - All University-provided furniture must remain in the room/suite. Do not place room furniture in foyers or hallways. Common area furniture is to remain in common areas. Residents found with common area furniture in their room will be subject to disciplinary action and be fined \$50 per item removed from the lounge or residence hall room. Residents must return the furniture in their room/suite to its original arrangement upon checkout.
- Walls/Ceilings - Painting of rooms in the residence halls is strictly prohibited. Wallpaper and borders are prohibited. Mini-blinds may not be removed from windows. Occupants are fully responsible for damages to their room. Nothing may be drilled, nailed, or screwed into the walls, ceiling, or floor. Residents are

prohibited from filling any holes that may exist. Residents will be billed for damage to walls. Hanging items from ceilings is prohibited.

Elevators



- The elevators in Kleist and High Rise residence halls are inspected yearly. Inspection certificates are kept on file in the respective buildings.
- Tampering with or vandalizing elevators is prohibited.
- The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.
- Emergency phones and alarms located in the elevators are to be used only in emergencies. Improper use will result in a \$50 fine.

Fire Safety

Tampering with safety equipment and/or transmission of a false alarm is a violation of state law, and violators will be prosecuted. The University wants to protect the safety of all residents on campus. Tampering with safety equipment may impede exit procedures in an emergency.

- In case of a fire alarm, all residents must leave the building immediately. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Security Officer, or a member of the Residential Life staff. Residents refusing/failing to vacate, or returning to the building before told to do so will be subject to disciplinary action.
- Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) are prohibited and will result in a \$100 fine and disciplinary action.
- The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 fine plus refilling costs in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a \$500 fine will be charged.
- Covering or disconnecting smoke detectors is prohibited. A \$50 fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection.
- Stairwells should not be blocked at any time; this includes, but is not limited to, trash, boxes, bicycles. Stairwell doors may not be propped.



TIPS IN CASE OF A FIRE:

1. If time permits, wear a coat and shoes.
2. Take a towel with you to put over your face to prevent smoke inhalation.
3. Close the windows and leave the lights on in the room.
4. Shut and lock your door.
5. Walk quickly, but in an orderly manner, through the exit for your area and continue 100 feet from the building.
6. Use the stairs, not elevators, to exit the building. If you are unable to exit the stairwell, remain in this safe zone until emergency personnel are able to assist you.
7. Do not re-enter the building until you are told to do so by a university official.
8. If smoke is encountered, stay low, since air is best near the floor.
9. If the corridor is too smoky to use, stay in your room. Keep the door closed. Use towels to fill in cracks around the door, air conditioning outlet, etc. Open the window and put your face near the opening to breathe. Wave a towel or sheet from the window to attract attention.
10. In the event of an emergency, call 911.

Fire Extinguishers/ Sprinkler Systems/Safety Equipment

Any student found to be responsible for the misuse of any safety equipment, which includes but is not limited to: fire hoses and valves, emergency lights, exit signs, smoke/heat detectors, fire panels, electrical panels, fire extinguishers, and public area lighting will be assessed a minimum \$25 fine and be subject to further disciplinary action.

- Fire extinguishers are installed in all residence halls. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and for clean up will be assessed and disciplinary action will be taken.
- Tampering with any part of a fire extinguisher including the pull pin, removing the extinguisher from its bracket/cabinet or the wall, or damaging the bracket adhering it to the wall, will result in a safety violation charge.
- Staff will conduct routine safety checks to determine that safety equipment is in working condition. Some smoke detectors are battery operated and will be inspected on routine basis.
- Students should report any problem associated with any safety equipment to the front desk immediately (i.e. battery beeping, discharged fire extinguisher, malfunctioning equipment).
- The University wants to protect the safety of all residents on campus. Tampering with safety equipment may impede exit procedures in an emergency.

Fireworks/Explosives

Students may not possess any fireworks, explosives, ammunition, gunpowder or any other related materials in the residence halls. Possession of fireworks implies intent to use them. The use of fireworks is dangerous and constitutes a serious fire and safety hazard. This policy enforces state law.

Littering

Residents may not disperse litter in any form on University grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles. A \$25 trash fine will be assessed for each incident of littering.

Locks/Doors

- Locks may not be tampered with in any way that interferes with the use of keys or prevents the locking/unlocking of doors.
- Locks may not be added on any doors in the unit, nor may they be changed or replaced. Slide locks and chain locks are prohibited.

Projectiles

Objects (e.g., bottles, cigarettes, food, water balloons) may not be thrown from or toward windows, ledges, roofs, or balconies.

Courtesy Hours

- Courtesy Hours are in effect at all times. Residents and their guest are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends.
- **Courtesy Hours for All Residence Halls:** 24 hours a day, seven days a week.

Noise

Sound carries easily through residence hall rooms. Voices, stereos, televisions and bouncing balls in your room can often be heard in other rooms on your floor and floors above and below you. Remember that while you have rights to listen to music of your choice, other residents have a right to sleep, study, or listen to music of their choice without disturbance. You may be asked by other residents or staff to adjust the noise level in your room to reduce the disturbance to others around you. Please be considerate and flexible. The playing of musical instruments is permitted within the living area, as long as it is not disturbing others. In order to report a noise violation, you should first contact the resident that is violating the policy, if this does not resolve the problem; you should contact your resident assistant or the front desk.

Quiet Hours during exam week:

24-hour quiet hours will be enforced in all residence halls starting at 5:00 p.m. on the last day of classes.



Alcohol

Alcoholic beverages are not permitted in university residence halls. Alcohol bottles/containers may not be kept in a resident's room for any reason, including decorative purposes. Unauthorized use of intoxicating beverages on university property or at university-sponsored activities, including, but not limited to,



intercollegiate and intramural athletic events, is prohibited. Residents are responsible for any alcohol found in their room. This policy enforces state law for students under the legal drinking age.

Drugs

The illegal use, possession or distribution of narcotics and dangerous drugs or drug paraphernalia is not allowed in the residence halls.

Vandalism / Damages

- Upon noticing a maintenance concern in a room/suite, it is the responsibility of the resident(s) to report the concern to a member of Residential Life staff immediately. Failure to report a maintenance concern that results in unnecessary damage will be considered defacement to University property.
- The destruction, defacement, damage, or misuse of college or private property is prohibited and will result in disciplinary action and restitution by the responsible person(s) or through collective responsibility.

Visitation

- Residence hall visitation for male/female Freshmen residents are Monday to Sunday, 12:00 noon to 11:00 p.m. in the **lobby area**.
- Upperclassmen residents are Monday to Sunday, 12:00 noon to 11:30 p.m. in the **lobby area**.
- All residence halls close at 11:30 p.m. Access will only be allowed with an authorized key card.
- During visiting hours, all guests of the opposite gender and children under 12 years of age must be entertained in the residence hall lobby.

Guest/Hosting Policy

- Residents are not permitted to share, sublease, or allow the use on any assigned space to another person.
- At any time, disruptive guests may be asked to leave the building. Failure to do so will result in disciplinary action for the guest as well as the host and possibly issued a trespass notice.
- Guests are expected to abide by the same University and residence hall regulations as the residents. In the event a violation occurs the host of the guest will be held accountable, disciplinary action may be taken, and the guest may be asked to leave the residence halls.
- Overnight visitation must be approved 24 hours in advance 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. Overnight guest may not stay in the Residence Hall over 48 hours.

Babysitting

Babysitting is not allowed in the residence halls. The residence halls are not equipped to handle small children

Room Changes

- Room changes are dependent upon the availability of spaces. The student initiating the change will be required to move.
- Room and roommate changes made without written approval from the Department of Residential Life will result in disciplinary action and may require that you move back to your original room.

Special Accommodations:

Students who require special accommodations in residence halls and apartments are requested to submit their individual needs in writing on the Housing Accommodations Request Form available from the Residential Life Office, located in the Student Center. Students must provide professional documentation of their disability in addition to completing the Housing Accommodations Request Form in order to be eligible for special accommodations. The Housing Department will consult with Disability Services regarding documentation of a disability and provision of accommodations. Following residence hall assignments each semester, the Housing Department will provide the Resident Manager and the University Public Safety Office with a list of residents who have a disability that have been provided special accommodations. This information will assist in identifying students in emergency situations.

Alternate forms of this material are available upon request. Please contact the Housing Department.

Pregnant Students

A Claflin University resident student who becomes pregnant is required to provide the following information to the Vice President for Student Development and Service upon the student's learning of the pregnancy.

1. Name, address, and telephone number of the pregnant student's primary care physician in writing.
2. Written statement from the pregnant student's primary care physician of the estimated date of birth. **This statement will be periodically provided by the student as required by the Vice President for Student Development and Services.**

A Claflin University resident student who becomes pregnant is not allowed to live on campus after their first trimester (3 months).

Illness and Injury

If you are sick or hurt and need help, contact any residence hall staff member. The staff member will contact EMS for assistance if necessary. If transportation to the hospital is required, the University Public Safety will either transport the student or call an ambulance. Ambulance transportation will be at the student's expense.

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for a tornado but none have been sighted, tornado warnings when a tornado has been sighted, and storm alerts when a severe thunderstorm is approaching.

You should follow these procedures if there is a tornado or storm alert:

1. Go to the lowest floor you can reach before high winds or the tornado strike. Never use the fire alarm to alert fellow residents of a tornado!
2. Sit in central hallways with your arms folded over your face and head.
3. Stay away from the windows.
4. Leave corridor doors open.
5. Stay calm and do not panic.
6. Do not move until the tornado or storm is well out of the area.
7. If you are in open area, move away from the path of the tornado at a right angle. If you do not have time to run, lie flat in the nearest ditch or ravine.
8. Call 911 if emergency help is needed.

Maintenance

Students are obligated to report any maintenance problems or safety hazards immediately to the front desk. Maintenance problems cannot be directed to the Maintenance Department. All work orders must originate from each residence hall. Maintenance personnel are on duty beginning at 7 a.m. and may not always arrive at hours convenient to the students. Residents should cooperate with all maintenance personnel so that repairs may be made as quickly as possible. The university is not responsible for any damage to a resident's personal property for any reason.

Weapons/Firearms/Fireworks

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon University premises, except by law enforcement officers is prohibited. This includes but is not limited to guns, pellet guns, paintball guns, BB guns, slingshots, martial arts weapons, edge weapons, (e.g., knives, swords, spear guns, archery equipment), and impact weapons (e.g., baton, blackjacks).

- The possession or use of explosives or fireworks of any type are prohibited.

Windows and Screens

Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the room in case of emergency. This is to ensure the health and safety of residents and rescue personnel.

The removal or vandalism of window screens is prohibited. There will be a \$50 fine for removing a window screen. Replacement of damaged or missing screens will be at the expense of the resident.

Abandoned Property

Claflin University, or any of its staff, are not responsible for any student property left in

any residence hall room or public area of the residence hall. If property of value is found, it will be removed from the room and stored for one week. The student will be charged to remove the items and daily storage fees will accrue. The University is not responsible for property that a student leaves after they have moved out of their room.

Personal Property/Personal Liability

The University will not be held responsible for loss, theft, or damage to any personal property, including during times when you are away from the hall. Your belongings are not protected from theft, vandalism. Items of value should be marked for identification and serial numbers recorded. The University Public Safety Department has engraving tools available for students' use. The university strongly recommends that students insure coverage of all personal belongings (**forms available in all residence halls**).

The University does not provide theft or damage insurance for residents; therefore each occupant is encouraged to purchase some type of personal property insurance.

Adhesives

Students may not adhere tape to the walls, doors or floors in the rooms. Carpet tape may not be used to secure carpet to the floor. Students who put contact paper or any adhesives on the walls, woodwork or desktops may receive damage charges for residue that is left on any surface. **In order to maintain the physical condition of campus housing, residents are asked not to adhere items to university property that may damage the room.**

Advertising

All posters and signs advertising activities and events must be approved by the Student Development Office and must be sponsored by recognized organizations. Posters may not exceed 14" X 22". Signs must be approved by the Resident Manager before placing them on the residence hall bulletin board located near the lobby. No sidewalk chalk is allowed outside the residence halls. No banners are to be hung outside the residence halls unless you have made special arrangements. Restaurant coupons are permitted at the front desk for student's convenience, if space is available. In order to maintain the physical condition of each residence hall we try to control the advertising throughout the building.

Parking

There are no parking privileges on campus for freshman resident students. **Unless approved by the Vice President for Student Development and Services.** Upperclassmen residents with vehicles must have a campus decal displayed in window at all times.



Vacation Periods

The residence halls are closed during the Thanksgiving, Christmas, and Spring Break vacations. All students must vacate the residence hall by 6:00 p.m. on the day designated by hall staff.

Room Entry

A Residential Life Staff member may conduct a general room inspection for fire safety, maintenance checks, head counts, health reasons, or to identify damages prior to the student's departure. Routine checks may be made before university holidays, at the beginning and end of each semester, and prior to check-out of a resident from the room.

Entry into a student's room does not normally constitute a search. However, staff members would not usually enter a room without the resident's consent except to remove or inspect for a potential fire, safety, or health hazard, to perform maintenance, to conduct an inventory of university property, to correct situations intruding upon the comfort of other residents (a phone or alarm clock continuously ringing, loud stereos, etc.). If entry is made for one of the above reasons and the resident is not in the room, the staff member will normally leave an explanatory note stating what occurred.

In the event of danger to life and/or property, entry may be made by any authorized university official or appropriate emergency personnel (fire safety, maintenance, medical technician, etc.).

Entry into a Student's Room for Maintenance Purposes

Maintenance personnel may enter a student's room with the presence of a Staff Member in order to perform maintenance or to determine maintenance needs. Maintenance personnel will normally sign the log sheet at the desk stating what maintenance was performed. The University wants to protect the safety of all residents on campus.

Tips for Personal Safety

- Evening travel – Never walk alone on campus after dark. Always walk in groups.
- Suspicious persons – Report suspicious persons or activities to hall staff or Claflin University Public Safety (x5444) immediately.
- Do not allow unescorted or unidentified individuals to enter or loiter in the residence hall.
- Never carrying large sums of cash
- Keep your room door locked whenever you leave; even if for a short time
- Never leave valuables in plain view, either in your room or in your parked vehicle
- Always lock away checks and credit cards.

Propped Doors

- In order to ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.
- Exterior doors must be kept closed and locked at all times.
- Propping doors will result in a \$50 fine to the responsible resident.
- Residents of hallways or buildings with consistently propped doors will be charged as a community and fined collectively.

Appliances / Power Sources

Electrical appliances permitted in the residence halls include such items as: desk lamps, refrigerator (not to exceed 1.8 amperage), computer, radios, stereo, television, blenders, coffee pot, clock, iron, hair dryer, shaver, electric blanket, hot air popcorn popper, curlers and curling iron. The following are some of the appliances not allowed in the residence halls because they present health and/or safety hazards: halogen lamp, oil lamp, portable heater/air conditioner, ceiling fan, toaster, toaster oven, hot plate, sandwich makers/grills, crock pot, BBQ grill and other cooking appliances. Only UL approved three-prong grounded extension cords are permitted. The University wants to protect the safety of all residents on campus. Residents are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, and clothes).



- Rewiring of resident rooms by non-college employees is prohibited.
- Radio or television antennae or cable/satellite dishes placed outside students' room are prohibited.
- Each room are only allowed to have six appliances.

The Internet

Resident students can now have *free* access to the internet and establish an e-mail account without using a telephone or a modem. This advanced technology is now available in all resident facilities. Access to the internet is *free* to all residents.

How do I get on the Internet?

1. You must have an Ethernet Card on your computer to connect to the campus network. You will also need a Category 5 Cable.
2. The staff in the office of Information Technology will give you all the information you need about setting up your computer for e-mail and internet access.
3. If you need information or have any questions, stop by JST room 108 or call x5441.

REFERRAL SERVICES

The primary objective of the Division of Student Development and Services is to meet the individual and collective needs of the students' population at Claflin University. The following offices are available to help you with a variety of information. If you are in need of assistance please contact the following services:

Vice President for Student Development and Services <i>Dr. Leroy Durant, 109 Laymen Hall</i>	x5341
Director of Residential Life <i>Ms. Ruby F. Simmons, 114 Campus Center</i>	x5301
Department of Residential Life (Central Office) <i>Ms. Luvette Haigler, 113 Campus Center</i>	x5330
Claflin University Campus Police <i>Chief Steven Pearson, Lower Level High Rise Residence Hall</i>	x5444
Director of Freshmen College <i>Mrs. Monica Greene, Bowen Hall</i>	x5284
Health Services <i>Ms. Satterwhite, Nurse, Infirmary</i>	x5328
Counseling Services <i>Ms. Sadie Jarvis, Campus Center Multi-Purpose Room</i>	x5285
Student Activities <i>Mr. Hampton Jordan, Campus Center Game Room</i>	x5991
Career Services <i>Ms. Carolyn Snell, 109 Laymen Hall</i>	x5333

Vandalism/Damage Charges

Damage/Cleaning/Replacement Costs

The prices listed below are only estimates for cleaning, repairing, or replacing property or facilities. Actual costs for cleaning, repairing, or replacing property or facilities will be charged when work order is completed unless an estimate is necessary.

Replacement	Cost
A/C Unit	\$1,000.00 or replacement cost
Bed	\$200.00
Bed Assembly	\$25.00
Broken door mirror	\$50.00
Broken or missing chair	\$80.00
Broken or missing sofa	\$450.00
Broken Window	\$250.00 or replacement cost
Bulletin Board	\$40.00
Carpet/Flooring	\$800.00 or replacement cost
Ceiling Light/Globe	\$65.00
Ceiling Tile (per sq. ft.)	\$15.00
Commode Seat	\$35.00
Desk – broken or missing	\$310.00 or replacement cost
Desk Chair	\$150.00
Desk/Dresser Drawer	\$75.00
Door Hinge	\$50.00
Door Vent	\$40.00
Dresser	\$310.00
Electrical Outlet	\$35.00
Electrical Plate/Cover	\$17.00
Exit Fixture	\$90.00
Fire Extinguisher	\$60.00
Fire Extinguisher Recharge	\$25.00
Floor Tile	\$30.00 per tile
Footboard	\$125.00
Headboard	\$125.00
Light Fixtures	\$53.00
Lock Cylinder	\$125.00
Marks on wall – scuff marks, ink, etc. (very small area)	\$6.00 each
Mattress	\$80.00
Mattress Cover	\$10.00
Paint Ceiling	\$40.00
Paint Door	\$35.00
Paint hall	\$130.00
Paint pulled off walls (very small area)	\$6.00 each
Private Carpet Not Removed	\$150.00
Plastering (per sq. ft.)	\$25.00
Removal of personal items	\$150.00
Remove Decals on Room/Closet Door	\$50.00
Repaint Walls (per wall)	\$60.00
Repair holes in walls, small holes	30.00 each
Repair holes in walls up to 1” diameter	45.00 each

Vandalism/Damage Charges Continue

Replacement	Cost
Repair holes in walls larger than 1' diameter Plus \$1.00 per square foot	60.00 each
Replace interior door	\$75.00
Replace Mattress	\$136.00
Replace light and fixture	\$50.00 each
Replace light globe	\$20.00 each
Replace damaged screen	\$35.00
Replacement of cushion on sofa	\$50.00 each
Replace thermostat to air conditioning system	\$150.00
Room/Closet Door	\$150.00
Room Door Lock/Knob	\$125.00
Room Key	\$25.00
Room/Smoke Detector	\$50.00
Room Not Cleaned	\$75.00/minimum
Shower Hooks	\$10.00
Shower Curtain	\$25.00
Sink Light/Globe	\$50.00
Sink Mirror	\$25.00
Sink w/Fixture	\$230.00
Smoke Detector	\$50.00
Smoke Detector Battery	\$16.00
Spring Board	\$80.00
Stained or dirty mattress	\$100.00
Technology Jack	\$25.00
Telephone Jack	\$25.00
Thermostat	\$80.00
Toilet	\$200.00 or replacement cost
Toilet Paper Dispenser	\$42.00
Towel Rack	\$30.00
Tub	\$230.00
Tub Faucet	\$90.00
Venetian Blinds	\$25.00
Wall Damage (per wall)	\$40.00

****Any other damage charges will be applied accordingly**

Claflin University Cable TV

***For your viewing pleasure, your room
has cable TV access to 44 channels***

<u>Channel</u>	<u>Service</u>
2	(5) WCSC Charleston CBS
3	(10) WIS Columbia NBC
4	WQHB
5	(25) WOLO Columbia ABC
6	(57) WACH Columbia FOX
7	Video Marketplace
8	C-SPAN
9	(19) WLTX Columbia CBS
10	TV GUIDE CHANNEL
11	(35) WRLK Columbia ETV
12	Local Origination
13	(9) WGN Chicago IND
14	QVC
15	HOME SHOPPING
16	NICKELODEON
17	CARTOON NETWORK
18	DISNEY
19	PAX
20	ABC FAMILY
21	TURNER SOUTH
22	THE NATIONAL NETWORK
23	TNT
24	TBS
25	USA
26	ESPN
27	ESPN2
28	ESPN CLASSIC SPORTS
30	THE GOLF CHANNEL
31	FOX SPORTS NET SOUTH
32	THE WEATHER CHANNEL
33	CNN
34	HEADLINE NEWS
35	CNBC
36	MSNBC
37	FOX NEWS
38	COURT TV
44	TRAVEL CHANNEL
45	HISTORY
46	A&E
47	BRAVO
48	AMC
49	TURNER CLASSIC MOVIES
50	LIFETIME
51	GOOD LIFE TV
52	ODYSSEY
53	INSPIRATIONAL
54	FX
55	TV LAND
56	E! TV
57	COMEDY CENTRAL
58	SCI-FI
59	MTV
60	VH1
61	BET
62	COUNTRY MUSIC TV
63	NATIONAL GEOGRAPHIC
74	LIFETIME MOVIE NETWORK
76	OXYGEN
77	WE: WOMEN'S ENTERTAIN
78	PAID PROGRAMMING

<u>Channel</u>	<u>Service</u>
39	HOME & GARDEN TV
40	FOOD NETWORK
41	ANIMAL PLANET
42	DISCOVERY
43	THE LEARNING CHANNEL

Roommate Contract

All roommates have difficulty living together at some point. It is usually one of the most valuable experiences people recall from their days in college--but it doesn't always feel fun at the time. Some people choose to try for a single room, and that's fine, but there are benefits to having worked things out with a roommate. If you ever plan to get married, have children, or have a life partner/roommate the negotiation skills learned in sharing a small space with a roommate may be invaluable.

Below you will find a Roommate Bill of Rights and a Roommate Contract. I encourage you to sit down with your roommate **BEFORE** you have a problem and fill out the contract. It starts communication about a lot of things you may never have considered. Feel free to adapt it to fit your needs and your room!

Roommate Bill of Rights

1. The right to read and study free from undue disturbance.
2. The right to sleep without disturbance from noise, guests, or roommates.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment.
5. The right to free access to one's room.
6. The right to personal privacy.
7. The right to host guests while respecting the rights of roommates and other residents.
8. The right to be free from intimidation, physical, and/or emotional harm.

Roommate Agreement

As roommates, we realize that this room will be our home for the coming academic year. In order to keep harmony we have discussed and have reached decisions on the following issues. Regarding the use of our room:

The times we designate as quiet, study times are _____

The times we designate as noisy (i.e. social, TV, CD player, fun) are

Guests are welcome during the following hours: _____

Overnight guests are welcome under the following conditions or on the following nights: _____

Regarding sleeping times and rising times (lights,etc.) we decided:

About room key sharing and locking the door we decided: _____

About open windows and temperature: _____

Regarding the use of things in our room:

For lending and borrowing of personal items(i.e. toiletries, clothes, pens) we decided: _____

For using/caring for the larger items in our room(i.e. TV, stereo, fish tanks, microwave, fridge) we decided:

For purchasing/sharing of food we decided: _____

Our wall space (for decorating,etc.) will be used_____

With one telephone, our decision about use of and taking/delivering messages is_____

About answering machine messages (listening, erasing,etc.) we decided:_____

We decided the following about room cleaning, recycling/garbage disposal, etc. _____

Regarding personal habits.....

About our own personal hygiene (showers, etc.) _____

About noxious odors (smoking, incense, loads of dirty laundry):_____

About personal habits (meditation, alcohol, drug use, etc.):_____

Other:_____

Communication is the key to getting along as roommates. A positive communication system is one that involves being honest with each other, without being harsh or rude, being open, and allowing for the sharing of frustrations. Re-negotiating items when needed is a right of both roommates! The most rewarding relationship is one that facilitates not only a good relationship as roommates, but also a good relationship as community-mates!

Roommate Signature

Roommate Signature

Roommate Signature if needed

Roommate Signature if needed

Date

(It is helpful to give a copy of this to your R.A. or Resident Manager to keep in case future roommate situations develop. They can use this to mediate between you if you desire.)