

CLAFLIN

DEPARTMENT OF RESIDENTIAL LIFE



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IMPORTANT PHONE NUMBERS

Residential Life Director – 535-5301

Coordinator of Residential Life Services – 535-5651

Administrative Assistant of 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

Russell Street-531-6405

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 – 535-5415

Cashiers – 535-5432

Financial Aid – 535-5334

Food Services – 535-5261

Information Technology – 535-5441

WELCOME

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 an 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 stay in the residence hall and your total educational growth.

Best wishes for the coming year.

Department of Residential Life Staff

CLAFLIN UNIVERSITY'S VISION

Claflin University will be recognized as one of the premier undergraduate teaching and research universities in the world that prepares effective and visionary leaders with global perspectives.

GUIDING PRINCIPLES

- COMMITMENT TO EXCELLENCE
- COMMITMENT TO VALUING PEOPLE
- COMMITMENT TO BEING CUSTOMER FOCUSED
- COMMITMENT TO EXEMPLARY EDUCATIONAL PROGRAMS
- COMMITMENT TO FISCAL ACCOUNTABILITY

OUR MISSION

Claflin University is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black university founded in 1869. Claflin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate and continuing education programs. Claflin seeks to foster a rich community comprised of students, faculty, staff, and administrators who work to nurture and develop the skills and character needed for engaged citizenship and visionary and effective leadership.

In its undergraduate programs, Claflin provides students with the essential foundation of a liberal arts education. Emphasizing critical and analytic thinking, independent research oral and written communication skills, the University invites students to use disciplined study to explore and confront the substantive challenges facing the global society.

Claflin's graduate programs provide opportunities for advanced students to increase their specialization in particular fields of study oriented toward professional enhancement and academic growth. Its continuing education programs provide students with expanded avenues for professional development and personal fulfillment.

Residential Hall Staff

Each residence hall is staffed with trained resource personnel who will provide you with the information and assistance you need as a resident student. Get to know these staff members; they are a 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 the Department of Residential Life and Claflin University's policies and procedures.

Residential Life Coordinator

The Residential Life Coordinator 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.

Student Manager

This position is designed for a Junior or Senior student who has served as a Resident Assistant for at least one year. This student would have 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 it is important to educate our students about the importance of Community on the floor, building, campus and the Orangeburg Community. Residence Hall Council is concerned with encouraging student growth and development of skills such as leadership, organization and communication. Through this, programming will be promoted and geared toward the 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 complement 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, Treasurer, and Chaplain 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 encourage participation in residence hall, University and community events. Such events include, but are not limited to; community socials, educational 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 of issues, both campus and community related. It will, in turn, contribute to the overall development of our students and build a tighter, more collaborative union between 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.
- To budget and disperse available funds
- To 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

Chaplain

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 – **February**

Breast Cancer Awareness Week – **October**

MADD (Mothers Against Drunk Drivers)

Date Rape

Alcohol Awareness Week – **April**

Examples on bulletin boards about the effects of alcohol on the body

Duties

President

- Attend all meeting
- Hold a meeting once a month unless otherwise requested
- Attend all function
- Must meet with Resident Manager prior to each meeting to prepare agenda
- Preside over meetings of Residence Hall Council 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 maintain at least 2.50 GPA)
- Must meet with Resident Manager for individual meetings
- Must attend training sessions in the fall and spring

- Establish committees 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, loss of loved one, or otherwise deserved 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 activities by the council
- Review monthly printouts of their account and ensure that they are accurate
- Report council financial condition at each meeting
- Act as a role model within the residence hall and University community

Floor Representative

- Attend all council meetings
- Serve on food committee
- 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
- Contact RA before calling a floor meeting/ work with your RA
- Initiate activities on your floor

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. **Programs are mandatory for freshmen.**

Residence Hall Council

Each residence hall elects a council of student representatives. The hall council provides 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 Hall 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 Claflin residence halls, 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 who 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 University
Box xxxx
Orangeburg, SC29115

NOTE: Students are responsible for returning their own mailroom keys to the mailroom.

Telephone

Students must furnish their own telephone. All students' rooms have access to local telephone services. To activate telephone access, students must complete a telephone request form at the residence hall front desk.

Laundry Facilities

Residents have the privilege of free laundry service in each residence hall. Report any malfunctions of machines 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 and/or placed it on the maintenance log book, provided at the front desk. The 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 equipped with a computer and a printer for all residents. This lab can be used 24 hours a day. **NO EATING OR DRINKING IN THE LAB.**

Cable TV

Basic cable TV services are provided in each residence hall room. This service is provided at no cost to the student. Report any cable concerns to the hall staff. This service is provided for your enjoyment.

POLICIES

CLASS ATTENDANCE

Absence from class work for any cause is a loss to the student; thus, all students are expected to attend all classes for which they are registered. Students may be allowed as many unexcused absences as a course meets weekly. Instructors are to report excessive absences to the Vice President for Student Development and Services. The number of permissible excused absences is at the sound discretion of the individual teachers, based upon the circumstances involved. Double absences are charged for each unexcused

absence from class on the day prior to and following each holiday. All excuses for absences must have the written approval of the Vice President for Student Development and Services and other designated officials. An excuse for an absence must be returned to the Office of the Vice President for Student Development and Services by the student after each instructor has signed it. Students who may be required by the University to miss classes while attending to University business or affairs shall be exempt from this regulation only to the extent that their excessive absences result from the performance of such University business or affairs. Absence from class for any reason does not exempt the student from responsibility for any assigned work.

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 (ten-months).** Specific contract cancellation information is stated in the Residence Hall Contract.

KEYS/ID CARD

A room key(s) and an ID card which serves as an access card for your residence hall are issued to each resident. Residents should carry their key and ID card at all times. Residents must return keys upon check-out or reassignment and sign the appropriate documents. **Residents must report any lost or stolen keys or ID card to the Resident Manager, immediately. Residents leaving room doors unlock will be held responsible for roommate's stolen property.** Residents may not borrow keys from each other or loan keys to anyone. All keys issued to residents are the property of Claflin 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 be assessed a \$5 fee.



Replacement Cost is as follows:

\$25 – Room Key

\$25 – ID Card

If a student needs a new key or ID Card but does not have funds at the time, he/she may charge the cost of the replacement to their account.

ALWAYS LOCK YOUR DOOR!!!!!!!!!!

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Department of Residence Life to actively investigate any report of a missing student who is enrolled at the University as either a full or part-time student. Each resident will be notified of the missing students' policy and procedures in the event that they are reported missing.

Each resident of the residence hall, upon checking into their assigned room is requested via the Personal Information Form, to identify the name and contact number of the individual(s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by Public Safety and University staff.

If a member of the Claflin University community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, contacting Public Safety, locating the resident's vehicle, and calling cell phone number. If upon investigation by Public Safety and Housing and Residence Life Staff, the resident is determined missing for at least 24 hours, the Vice President for Student Development or designate, will contact the resident's designated emergency contact or custodial parent or legal guardian, if under the age of 18 or the student has failed to designate an emergency contact. Public Safety will continue to investigate utilizing established police investigative procedures and in collaboration with staff from Student Affairs and Housing and Residence Life. Public Safety will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.

CHECK-OUT PROCEDURE

You are required to check-out of your residence hall no later than 3 hours after your final exam, unless you receive special permission from the Office of Residential Life. All residential halls will close at 6:00pm on the designated closing date. Graduates and Approved active participants in commencement will be permitted to remain in on-campus housing until 3:00pm of commencement day. These dates will be posted and students will be reminded of these dates by the residence hall staff.

Trash Removal

Due to the tremendous amount of trash at the end of the semester, it is difficult to remove all your trash speedily. It would be extremely helpful if you began taking out unwanted items as soon as possible. Do not leave items that you will be taking home in the hallway. Remember it will be necessary for you and your roommate to fully clean and remove all items from your room.



Room key/ID Card

Your room key should be turned in to your hall staff at the time you check out. Be sure to sign and initial the Room Condition Report Form in the appropriate space. The charge for keys not being returned is \$50.00 per key. There is also a \$150.00 non-compliance fee for improper check-out. **Don't wait to have your key or ID replaced. It is dangerous to leave your door unlocked.**

Damage Assessment

The Residential Life Staff will conduct a preliminary inspection of your room for damages using the Room Condition Report Form signed when you moved into your room. He/she will be checking mainly for cleanliness, for damages and to be sure that furniture s in the proper place. When you leave, the room should look exactly as it did when you moved in. Any furniture you have removed from the room must be put back or you will be charged the full replacement price. Any charges or damages, which cannot be attributed to an individual in a room, will be equally divided among the persons occupying that room or suite.

The room should be clear of personal belongings, completely clean with all furniture intact. If your roommate is leaving before you, make sure that he/she does her/his fair share of the cleaning and rearranging of furniture. Very often, the remaining room occupant gets stuck with all the work.

Check-Out List

- Remove all personal items
- Dispose of all trash
- Clean your room
- Check for Damages
- Return furniture to original position
- Close all windows
- Close all blinds
- Turn off lights
- Lock your door
- Turn in room key(s)
- Sign the room Condition Report Form/with staff

NOTE: A fine of \$150.00 for non-compliance will be assessed to students who do not check-out properly.

A Check-Out Schedule will be posted in your residence hall, two (2) weeks prior to check-out. Please make your arrangements to leave the campus and then sign the check-out schedule notifying the residence hall staff of your planned check-out time to ensure that someone is available to check you out properly.

Cleanliness

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

Room Cleanliness Inspection

The Residential Life Staff will conduct room checks once a week. The day of your residence hall room-check will be posted in the residence hall lobby. The following sanctions will take place when a resident fails his/her room-check:

Rating	
1-Excellent	3-Fair
2-Good	4-Poor

Explanation of “4” Rating

- The first “4” is a Verbal Warning
- The second “4” is a Written Warning
- The third “4” is a \$50.00 fine
- Any “4” received after the third “4” will result in Disciplinary Action set forth by the Director of Residential Life and/or Vice President of Student Development and Services. **Immediate Disciplinary actions will be assessed for any student failing to comply with staff directives to perform cleaning duties at any time.**

Note:

- 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.
- Each suite area will have a bathroom schedule posted. If a resident refuses to clean the bathroom during his/her assigned week, a fine of \$25.00 will be assessed. If the resident still refuses to perform required cleaning duties, appropriate disciplinary actions will be taken.

The University strives to provide a clean, safe and healthy environment for all residents. Residents must place their trash in designated bins/dumpsters, located at the back or side of the residence hall. **A \$50 fine will be assessed per trash violation for trash found in unauthorized areas (including bags of personal trash found in common area trash cans, hallway, suite, or outside the windows).**

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.

CAMPUS CURFEW

Residents are our most valued asset at Claflin University. Living on campus is a great opportunity for them. Claflin University is concerned with the entire well-being of our residents, therefore; Claflin University needs to continue making its campus a safe living and learning environment. Protecting the Residents is everyone’s responsibility; therefore, to ensure their safety and academic success, a curfew has been implemented

for freshmen. There must be a level of accountability in our residence halls. This curfew will help promote students' academic success, improve study skills, and class attendance.

Each student should consult the current catalog's criteria for Class Standing in determining his/her current classification. In addition, students will be allowed the same curfew privileges as Sophomores, Juniors, and Seniors if they are age 21 or older or they have been in residence at a college or university for at least four semesters, excluding summer session.

All students returning to the residence hall after curfew must enter only through the main lobby doors, and they are required to check-in at the front desk with student ID.

Late permission is granted on an individual basis and should only be requested in special circumstances. Regular late permission that is work-related may be granted on a limited basis; students who desire this privilege must make arrangements with the Director of Residential Life before entering into an agreement with an employer. All students leaving the residence hall overnight must complete a checkout procedure providing an address and phone number where they can be reached in the event of an emergency, and specifying the day they plan to return. Students signing out for any reasons other than family visits or emergencies will be considered to be in violation of the curfew Policy. All requests for late/off-campus permission are subject to approval of the Director of Residential Life.

Excessive late-hour activity, or abuse of policies regarding curfew/sign-out, may be brought to the attention of the Vice President for Student Development and Services and may be subject to disciplinary action. Generally, once a student has accumulated four (4) or more violations of residence hall policy in the same semester, the Office of Vice President for Student Development and Services will take formal disciplinary action.

Curfew Times:

Freshmen: Sunday – Thursday; 12:00 midnight

Freshmen: Friday – Saturday; 1:00 am

Curfew Policies and Procedures
(Sanctions for Curfew Policy Violation, effective August, 2011)

First Warning – There will be a general meeting with all freshmen who enter for the fall semester. Information concerning curfews will be disseminated. If any resident chooses not to be present, he/she will still be held accountable for adhering to the set curfew. Notices will be placed in all freshmen residence halls.

First Violation- A written warning will be given to the resident and notice will be placed in the appropriate file.

Second Violation- Resident will be assigned a \$25.00 fine and payment must be made at the Cashier's Window to the Residence Hall Association within 31 days of the date of the sanction letter or the resident will also be assessed a \$10.00 late payment fee and the total \$35.00 will be placed on the student's account. A copy of the offense will be placed in the student's file.

The Third Violation – The resident will be charged a fine of \$50.00. Payment must be made at the Cashier's Window to the Residence Hall Association within 31 days of the date of the sanction letter or the resident will also be assessed a \$ 10.00 late payment fee and the total \$60.00 charge will be placed on the student's account. A copy of the offense will be placed in the student's file.

Forth Violation: The student will be reported to the Vice President for Student Development and Services or designate, for appropriate disciplinary actions.

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. These curtains should not be visible from the exterior of the residence hall. The University strives to maintain a uniform appearance for the exterior of the building. When using curtains of colors other than white the student must use a white liner between the blinds and curtains.
- **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. Taping or gluing items will cause paint to peel and is prohibited.
- **Room Door**- Exterior or interior of the room door is not to be used for any student's personal display. The residents of the room will be charged for any damages caused to the paint on the doors.

DISABILITIES SERVICES

Incompliance with section 504 of the rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Claflin University recognizes an individual with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities.

Contact the Office of Disabilities at 803.535.5285 or come by the office at suite 106, Office 111 in Corson Hall, for information on available Disability Services.

FIRE SAFETY POLICY

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Claflin University.

The safety of all Claflin University residents and employees is of the utmost priority to the University. In furtherance of this priority, working with our Public Safety Office and local Fire Department, all fire systems and alarms are tested each semester and monitored 24 hours a day. The backup batteries on the smoke detectors are changed on a predetermined schedule.

Information on all fires that occur on campus is available in the Public Safety Department Office for the asking. This information is also provided in the Annual Fire Safety Report.

Residence Hall Fire Systems

All housing units have required fire notification systems. This includes smoke detectors in each area. The newer residence halls all are equipped with fire suppression systems as well.

All locations meet city and state requirements for fire suppression systems, smoke detectors, and fire extinguisher placement.

All locations have pull stations and fire extinguishers.



Fire Safety Improvements and Upgrades

The University annually reviews the fire systems in our residence halls and will make upgrades, repairs, or revisions when problems are identified.

Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire and are scheduled with the Department of Public Safety and Plant Operations.

The supervised fire drill is scheduled within the first 3 weeks of the beginning of the semester.

Students who fail to leave the building during a fire drill are reported for violation of policy and the incident is turned over to the Assistant Vice President for Student Development and Services.

Fire Life Safety Education

Residence Life policy on Fire safety procedures and evacuation from residence halls is in the Residence Hall Handbook and the Student Handbook and it is discussed with residents when they move into the residence hall. In case of a fire, please sound the nearest fire alarm and evacuate the building. The procedure for evacuating when the alarm sounds is also thoroughly discussed.

Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in the streets, parking lot or in close proximity to the buildings.
- Remain in designated locations until cleared for re-entry by either the RD or a member of the residence life staff acting on behalf of the RD or by public safety.

Fire Safety Equipment

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, which will include a fine of \$100.00.
- 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 \$100 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, and bicycles. Stairwell doors may not be propped.
- Students should report any problem associated with any safety equipment to the front desk immediately (i.e. battery beeping, discharged fire extinguisher, malfunctioning equipment).

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 SAFETY PREVENTIVE ACTIONS

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.

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.

Students found in possession of or using any fireworks or explosives will be subject to removal from the residence hall and/or suspension from the University.

SMOKING

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

STATISTICAL REPORT ALL HOUSING UNITS

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT KLEIST HALL

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT CORSON HALL

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT DUNTON HALL

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT ASBURY

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT SRC SOUTH

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT SRC EAST

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT NORTH

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT SRC WEST

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT MILLWOOD

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT HIGHRISE HALL

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT MAGNOLIA

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT RUSSELL STREET

Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT BUCKLEY STREET

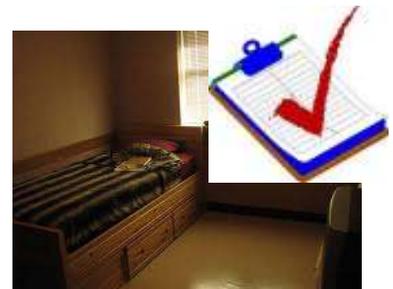
Year	2008	2009	2010
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

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
- **4th offense** – Disciplinary actions which could include removal from the residence hall.

(Room Inspection concerns or violation associated with fire safety, goes from a verbal warning for the first offense to Disciplinary action for the second offense, if not corrected after the verbal warning.)



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.



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, and 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 door in the unit, nor may they be changed or replaced. Slide locks and chain locks are prohibited.
- **LOCK YOUR DOORS AT ALL TIMES**

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. Noise violation will result in a **\$50.00** fine.

Quiet Hours and visitation during exam week

24-hour quiet hours and no visitation will be enforced in all residence halls starting at 5:00 p.m. on the last day of classes. **Visitation in University housing is also prohibited during this time.**

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 is Monday to Sunday, 12:00 noon to 11:30 p.m. in the **lobby area**.
- **Residence hall visitation for upperclassmen residents is 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 ID 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.**
- No food or beverages are allowed in the lobby at any time.
- **Residences are not to give their ID card to guest for the purpose of entering the residence hall.**

GUEST/HOSTING POLICY

- Residents are not permitted to share, sublease, or allow the use of 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 actions for the guest as well as the host and possible issuance of 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.

Violators of this policy will be fined **\$50.00** and assigned disciplinary sanctions as warranted.

Babysitting

Babysitting is **NOT** allowed in the residence halls. The residence halls are not equipped to handle small children. No one under the age of 12 is allowed past the lounge area.

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 along with professional documentation of their disability to the Residential Life Office, located in the Campus Center. The Housing Department will consult with Disability Services and Health 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 Director of Residential Life upon the student 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.

Due to the special circumstances associated with a pregnancy, A Claflin University resident student who becomes pregnant is not allowed to live on campus after their first trimester (3 months). The Office of Residential Life has a list of possible alternatives.

The Office of Residential Life will try to assist the student in finding alternative housing.

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. Call University Police if no Residence hall staff is available. 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. **Weather information can also be accessed via the University's website home page. All students are encouraged to sign up for the text Alert system. Contact University Police for information.**

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

EMERGENCY LIST IS POSTED ON DOORS

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

NOTE: Claflin University Emergency Notification Plan will be provided to all students.

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 by the residents. 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 can 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 that block or impede access, exit, to or from the room in case of emergency or can be viewed from the outside of the residence hall. This is to ensure the health and safety of residents and rescue personnel and provide a uniform campus appearance.

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, is 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 by any University Insurance. 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 does not provide theft or damage insurance for residents; therefore each resident is encouraged to purchase some type of personal property insurance. **The University strongly recommends that students insure all personal belongings.**

(Insurance forms are available in all residence hall offices).

ADHESIVES

Students may not use tape on 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 should not use adhesive items on University property that may cause damages to the room.** If this damage occurs, the resident will be charged.

ADVERTISING

All posters and signs advertising activities and events must be approved by the Office of the Assistant Vice President of Student Development 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 for hall closing.**

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.). **The University reserves the right to enter rooms when there is reason to believe that laws and/or University policy has been violated.**

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 carry 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.
- Report your or your roommate's, lost or stolen keys to your hall manager.

PETS

STUDENTS ARE NOT ALLOWED TO HAVE PETS, OF ANY KIND, IN THE RESIDENCE HALL.

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 and other disciplinary actions assessed to the responsible resident.
- Residents of floors or entire residence halls, 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, 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 a resident's room by non-college employees is prohibited.**
- Radio or television antennae or cable/satellite dishes placed outside students' room is prohibited.
- Each room is 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 residence 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. Each residence hall will provide Ethernet Cords, however, all Ethernet Cords must be returned. There will be a \$10 fee if the Ethernet Cord is not returned.
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.

CLAFLIN UNIVERSITY

400 Magnolia Street
Orangeburg, South Carolina



The World Needs Visionaries

ACADEMIC CALENDAR 2011 – 2012

Fall Semester 2011

March 28 - August 20	Monday - Saturday	Advisement and registration for Fall 2011 returning students
August 13	Saturday	Residence halls open for new students
August 14	Sunday	Orientation for new students Freshman Parting Ceremony
August 15	Monday	Freshman testing and registration
August 15	Monday	Faculty Returns
August 17	Wednesday	Faculty Staff Institute-9:00 am
August 18	Thursday	Department/School Faculty Meetings
August 17-18	Wednesday – Thursday	Freshman Retreat
August 18	Thursday	Residence halls open for returning students (9:00 a.m.)
August 18-20	Thursday – Saturday	On-campus registration for returning students (Thursday, 8:00 a.m. – 8:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.; Saturday, 9:00 a.m. – 1:00 p.m.)
August 21	Sunday	Freshman Confirmation Ceremony, WVM Fine Arts Center – 4:00 p.m.
August 22	Monday	Classes Begin

		Late Registration begins
August 26	Friday	Last day to register and/or add classes
September 6	Tuesday	Classes Purged for students not cleared
September 5	Monday	Labor Day Holiday, Classes suspended University closed
September 8	Thursday	Matriculation Day – Classes suspended from 10:30 a.m. until 2:00 p.m.
September 15	Thursday	Constitution Day
September 19-23	Monday – Friday	Week of “Early Warning” for students
October 10-14	Monday – Friday	Mid-Semester Examinations (Scheduled by the instructors). Midterm grades must be entered into <i>My Claflin</i> within 48 hours of examination
October 17-18	Monday – Tuesday	Fall Break, Classes suspended University Open
October 20-21	Thursday – Friday	Senior Exit Examinations
October 21	Friday	Last day for withdrawing from classes without penalty
October 24	Monday	Advisement and Registration for Spring 2012 begins
October 24	Monday	Last day for instructors to submit grade changes for Spring 2011 and Summer 2011
October 28	Friday	Last day to file for Graduation for December 2011 and May 2012
November 13-20	Sunday – Sunday	Homecoming Week
November 18	Friday	Presidential Scholarship Gala
November 20	Sunday	Founders Day Convocation
November 22	Tuesday	Residence Halls close at 6:00 p.m. For Thanksgiving Holidays
November 23-27	Wednesday –	Thanksgiving Holidays, Classes

	Sunday	Suspended, University Closed
November 27	Sunday	Residence Halls open at 1:00 p.m.
December 2	Friday	Last day of classes
December 5-10	Monday – Saturday	Final Examinations (December 5-9, Undergraduate Examinations; December 5-10 Graduate Examinations) , Final grades must be entered into <i>My Claflin</i> within 48 hours of examination
December 10	Saturday	Residence halls close for Christmas break at 12:00 p.m.
December 22	Thursday	University closed for Christmas break at 5:00 p.m.

Spring Semester 2012

January 3	Tuesday	University Offices and Library open
January 4	Wednesday	Residence Halls open for new students, Testing and Registration for new students
January 4	Wednesday	Faculty/Staff Institute, 9:00 a.m. School/Department Faculty Meetings
January 5	Thursday	Residence halls open for continuing students (9:00 a.m.)
January 5-7	Thursday – Saturday	Registration continues for all students (Thursday, 8:00 a.m. – 8:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.; Saturday, 9:00 a.m. – 1:00 p.m.)
January 9	Monday	Classes begin Late Registration begins
January 13	Friday	Last day to register and/or add classes Classes Purged for students not cleared
January 16	Monday	Dr. Martin Luther King, Jr. Holiday University closed
January 19	Thursday	Spring Convocation, Classes suspended from 10:30 a.m. until 2:00 p.m.

January 23-27	Monday – Friday	Week of “Early Warning” for students
February 12-18	Sunday – Saturday	Religious Emphasis Week
February 18	Saturday	Trio Day
March 5-9	Monday – Friday	Mid-Semester Examinations (Scheduled by the instructors). Midterm grades must be entered into <i>My Claflin</i> within 48 hours of examination
March 9	Friday	Residence halls closed for Spring Break
March 12	Monday	Last day for instructors to submit grade changes for Fall 2011
March 12-16	Monday-Friday	Spring Break, Classes suspended
March 18	Sunday	Residence Hall open at 1:00 p.m.
March 19	Monday	Classes resume
March 21	Wednesday	Last day for withdrawing from classes without penalty
March 22-23	Thursday – Friday	Senior Exit Examinations
March 26	Monday	Advisement and registration for summer 2012 and Fall 2012 begins
April 2	Monday	Alpha Kappa Mu Honor Society Induction
April 2-5	Monday – Thursday	Honors Week
April 3	Tuesday	Honors and Awards Convocation Classes suspended from 10:30 a.m. until 2:00 p.m.
April 6	Friday	Good Friday, University Closed
April 16-19	Monday-Thursday	Honors College Week
April 20	Friday	Last Day of Classes
April 23-28	Monday – Saturday	Final Exams (Undergraduate Examinations April 23-27; Graduate Examinations April 23-28), final grades

must be entered into *My Claflin* within 48 hours of final exam.

April 28	Saturday	Residence Halls closed for students not participating in Commencement, 12:00 p.m.
April 30 – May 4	Monday – Friday	Senior Week Activities
May 11	Friday	Baccalaureate Services
May 12	Saturday	Commencement Convocation
May 12	Saturday	Residence halls closed, 4:00 p.m.

Summer 2012

Undergraduate Programs

Classes during the summer session meet daily from Monday through Thursday

Class Times

7:30-9:30 a.m.

9:45-11:45 a.m.

12:45-2:45 p.m.

3:00-5:00 p.m.

March 26-June 1	Monday – Friday	Advisement and Registration
June 3	Sunday	Residence Halls open at after 1:00 p.m.
June 4	Monday	Classes begin at 7:30 a.m. Last day for summer session registration
June 5	Tuesday	Last day to add classes
June 15	Friday	Last day to drop classes
July 4	Wednesday	Independence Day, University closed
July 12 –13	Thursday-Friday	Final Examinations. Final grades must be entered into <i>My Claflin</i> within 48 hours of examination

Summer 2012

Graduate Programs

Class Times

6:00-9:30 p.m. for 3 semester hour classes

5:30-10:00 p.m. for 4 semester hour classes

March 26 – May 11	Monday – Friday	Advisement and Registration
May 14	Monday	Classes begin. Last day for summer session registration.
May 21	Monday	Last day to add classes
May 28	Monday	Memorial Day, University Closed
June 15	Friday	Last day to drop classes
July 4	Wednesday	Independence day, University closed
July 30- August 4	Monday – Saturday	Final Examinations, final grades must be entered into <i>My Clafin</i> within 48 hours of examination

REFERRAL SERVICES

The primary objective of the Division of Student Development and Services is to meet the individual and collective needs of the student 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
Assistant Vice President for Student Development and Services/ Director of Residential Life <i>Mr. James R. Payne, 114 Campus Center</i>	x5301
Coordinator Residential Life Services(Central Office) <i>Ms. Luvette Haigler, 115 Campus Center</i>	x5651
Administrative Assistant for Residential Life <i>Mrs. Tiffany Pickard, 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>Ms. MeShonya Wren, Bowen Hall</i>	x5284
Health Services <i>Ms. Juliette Satterwhite, Nurse, Infirmary</i>	x5328
Counseling Services <i>Mrs. Sadie Jarvis, Corson Hall, 111</i>	x5285
<u>Mrs. Konist Davis Johnson</u> <i>Campus Center Game Room</i>	x5991
Career Services <i>Mrs. Carolyn Snell, Corson Hall, 134</i>	x5338
<i>Director of Financial Aid</i> <i>Ms. Terria Williams, Corson Hall, 143</i>	x5720
<i>Academic Student Support</i>	

<i>Ms. Denver Malcom</i>	x5478
<i>Business Office</i> <i>Ms. Kim Gidron</i>	x5492
<i>Academic Affairs</i> <i>Dr.</i>	x5417
<i>School of Business</i> <i>Dr. Harpal Grewal</i>	x5202
<i>School of Education</i> <i>Dr. Courtney Howard, Interim</i>	x5113
<i>School of Humanities & Social Sciences</i> <i>Dr. Peggy Ratliff</i>	x5233
<i>School of Natural Sciences</i> <i>Dr. Verlie A. Tisdale</i>	x5433

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	\$300.00
Bed Assembly	\$50.00
Broken door mirror	\$30.00
Broken or missing chair	\$125.00
Broken or missing sofa	\$450.00
Broken Window	\$250.00 or replacement cost
Bulletin Board	\$40.00
Carpet/Flooring	\$800.00 or replacement cost
Carpet (iron burn)	\$40.00
Ceiling Light/Globe	\$65.00
Ceiling Tile (per sq. ft.)	\$25.00
Commode Seat	\$35.00
Desk – broken or missing	\$310.00 or replacement cost
Desk Chair	\$100.00
Desk/Dresser Drawer	\$50.00
Door Hinge	\$50.00
Door Vent	\$50.00
Dresser	\$350.00
Electrical Outlet	\$35.00
Electrical Plate/Cover	\$17.00
Exit Fixture	\$90.00
Fire Extinguisher	\$100.00
Fire Extinguisher Recharge	\$100.00
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	\$150.00
Mattress Cover	\$50.00
Paint Ceiling	\$100.00
Paint Door	\$80.00
Paint hall	\$130.00
Paint pulled off walls (very small area)	\$15.00 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

Vandalism/Damage Charges Continue

Replacement	Cost
Repair holes in walls up to 1" diameter	\$45.00 each
Repair holes in walls larger than 1' diameter	\$60.00 each
Plus \$1.00 per square foot	
Replace room door	\$400.00
Replace Mattress	\$110.00
Replace light and fixture	\$50.00 each
Replace light globe	\$20.00 each
Replace damaged screen	\$50.00
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	\$50.00/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
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	\$50.00
Wall Damage (per wall)	\$60.00

****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

BROADCAST CABLE

Channel Service

2	WCSC Charleston CBS
3	WIS Columbia NBC
4	WKTC (My TV)
5	WOLO (ABC)
6	WACH (FOX)
7	Video Marketplace
8	WGN (IND)
9	WLTX (CBS)
10	TV Guide Network
11	ETV SC
12	Local Origination
13	WZRB (CW)

CABLE TIER

14	QVC
15	HSN
16	NICKELODEON
17	CARTOON NETWORK
18	DISNEY
19	ION
20	ABC FAMILY
21	SPORTSOUTH
22	NATIONAL GEOGRAPHIC
23	TNT
24	TBS
25	USA NETWORK
26	ESPN
27	ESPN2
28	NICK JR.
29	VERSUS
30	GOLF CHANNEL
31	FOX SPORTS CAROLINAS
32	WEATHER CHANNEL
33	CNN
34	HLN

Channel Service

34	HLN
35	CNBC
36	MSNBE
37	FOX NEWS
38	TRUTV
39	HGTV
40	FOOD NETWORK
41	ANIMAL PLANET
42.	DISCOVERY
43.	TLC
44.	VH1 CLASSIC
45.	HISTORY
46.	A&E
47.	BRAVO
48.	AMC
49.	TURNER CLASSIC MOVIES
50.	LIFETIME
51.	TBN
52.	HALLMARK CHANNEL
53.	INSPIRATIONAL NETWORK
54.	FX
55.	TV LAND
56.	E!
57.	COMEDY CENTRAL
58.	SYFY
59.	MTV
60.	VH1
61.	BET
62.	COUNTRY MUSIC TV
63.	LEASED ACCESS
64.	SPIKE TV
65.	C-SPAN
71.	C-SPAN2
72.	DISCOVERY HEALTH
74.	LIFETIME MOVIE NETWORK
75.	FIT TV
76.	OXYGEN
77.	WE
78.	SHOPNBC

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 for noise (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, and 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

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 concerns between you and your roommate, if you desire.)

**CLAFLINUNIVERSITY
DEPARTMENT OF RESIDENTIAL LIFE
HOUSING CONTRACT**

Residence Hall

Room/Suite #

All residence hall contracts are in effect for one academic year or that portion of the academic year remaining at the time occupancy begins. Once signed, a contract can be terminated only under the specific guidelines listed in the contract cancellation and contract release sections of the contract.

- 1. Parties:**

This Contract is made by and between Claflin University Department of Residential Life and the student, referred to as Resident.
- 2. Eligibility:**

Any person who is an enrolled student at Claflin University may enter into this Contract. Resident agrees to vacate the assigned room within 24 hours upon loss of status as an enrolled student during this Contract period.
- 3. Duration:**
 - a. This Contract is binding for the entire academic year (Fall Semester and Spring Semester) or that portion remaining at the time the Resident begins occupancy.**
 - b. Charges under this contract for room and board are for the period from August through May and residents leaving the residence hall, or staying off campus without contract release approval, will be charged for the full period.
- 4. Premises and Services:**

The University agrees that it will provide a residence hall staff in accordance with University policy, to provide a living experience that complements the academic interest of Claflin University.
- 5. Resident Agrees:**
 - a. Resident agrees to abide by the terms of this Contract.
 - b. Resident agrees to observe all rules and regulations of Claflin University and the Department of Residential Life as listed in the Residential Life Handbook and University Student Handbook; This includes the Class Attendance Policy.
 - c. Resident agrees to conduct himself/herself in a manner that allows for the quiet enjoyment of the residence halls by other residents.
 - d. Resident agrees to comply with the official directive of all University Officials while in the operation of their duties.
- 6. Payments:**
 - a. **Failure of Resident to satisfy the financial obligations to the University will result in eviction from the residence halls.**
 - b. A Confirmation fee must be submitted prior to receiving a room assignment. This Confirmation fee will remain on file for the duration of the student's stay in university Housing.
 - c. A non-refundable Housing Application Fee is required to apply for University Housing.
- 7. Room Consolidation:** The University reserves the right to consolidate vacancies by requiring any Resident to move from single occupancy of a double room to double occupancy accommodations, in the same residence hall.
- 8. Room Assignment:**
 - a. The University will not discriminate in room assignment on the basis of race, color, creed, national origin, disability or status with regards to public assistance.
 - b. Room assignments will be made according to Department procedures and, when possible in accordance with preferences that the student request. No specific assignment based on Resident's request is guaranteed. Failure to honor preferences will not void this Contract.
 - c. The University reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons caused by the Resident; or for irresolvable incompatibility of roommates.
 - d. Resident may be temporarily removed from his/her room if the resident is deemed a threat to him/herself or to the residence hall community. A resident so removed has recourse by contacting the Office of Student Development and Services.

9. Confirmation Fee Refund:

- b. Resident may request a refund of the Confirmation Fee by providing a written Request of Confirmation Refund to the office of Residential Life and the Business Office according to the following schedule:
- 1) If the semester of occupancy is Fall Semester: The confirmation fee is refunded if request is postmarked on or before July 1. **No refund will be granted if the resident has not satisfied all financial obligations to the University.**
 - 2) If the semester of occupancy is Spring Semester: The confirmation fee is refunded if request is postmarked on or before December 13. **No refund will be granted if the resident has not satisfied all financial obligations to the University.**
- c. The Confirmation Fee will not be refunded to any student owing a balance and will be used to reduce or satisfy the debt prior to the remainder being refunded to the resident.

10. Contract Release:

- a. Residents can request release from the Contract during the academic semester starting from the first day the halls are open each semester. Such releases will be considered for the following reasons:
- 1) Non- admission, withdrawal, dismissal or graduation from the University.
 - 2) Serious medical or health problem which impedes the Resident's ability to fulfill the terms of the Residence Hall Contract.
 - 3) Marriage during contract term.
 - 4) Internships.
- b. The Director of Residential Life requires written documentation for all of these releases.
- c. Releases for the above reason will include the following costs:
- 1) A prorated weekly charge for the period of time that a room was assigned and available to Resident.
 - 2) A charge for food service assigned and available to Resident
 - 3) A \$30 administrative charge.
- d. If Resident is reinstated or re-enrolled after release for non-admission, withdrawal, or dismissal during the term of this contract, the Resident agrees to fulfill the balance of the Contract.
- e. **The University may be released from the contract if the Resident does not satisfy all requirements, by giving a written notice of the violation of the Agreement and request that the resident vacate the residence hall by a specified date and time.**

11. Contract Assignment

- a. Resident is required to live in the room to which she/he has been assigned.

12. Food Services

- a. All contracts include board.
- a. Food service will be provided every day of the week except during semester and/or other breaks in the University academic calendar.
- b. A credit is not given for meals missed.

13. Check -in and Check-out:

- a. Resident agrees to occupy his/her room no later than the first day of classes for each semester of this Contract unless the Department of Residential Life has received prior written notification. The registration status of Resident failing to claim his/her assigned room by the third day of classes will be checked.
- b. Resident will, upon occupying a room, complete and sign a room condition form, which will be a record of the room condition. Any damages identified at the time of checkout, which are not contained on the initial room condition form, shall be attributed to Resident. Resident is financially responsible for any such damages.
- c. Residents must check-out and vacate the room within 24 hours after a loss of student status. In case of contract release, Resident must check-out and vacate the room within 24 hours of Contract release, last final examination or by the established hall closing time for the semester, whichever comes first.
- d. Failure to properly check-out of the room, including an improper room change, will result in the assessment of a \$150 charge in addition to any other damage charges.

14. Right of Entry

The University, its officers, employees and agents shall have the right to enter upon said premises at reasonable times for the purpose of routine inspection and repair, observation of health, safety,

quietude, and when there are reasonable grounds to suspect that laws or University policies are being violated by the Resident.

15. University Non-Liability:

The University is not responsible for damage or theft of Resident’s personal property, including money. Residents are encouraged to carry appropriated personal property insurance. Insurance applications are available in the resident hall office.

16. Resident is required to maintain possession of room key(s) and ID card. In the event Resident loses his/her key or ID card, he/she must purchase a new key or ID card, immediately. Roommates must also report the lost key or ID card as soon as he/she becomes aware of the loss. Students are required to carry their keys with them at all times and to always lock their doors.

17. Missing Student: The University, in compliance with federal regulations, will notify the parents and/or the local public safety office if a resident is deemed missing for 24 hours.

18. Complete Agreement:

This Contract, the Residential Life Handbook and the Student Handbook represent the entire agreement between the parties and no oral promises between the University and Resident are binding thereon. In Witness whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

THIS CONTRACT IS BINDING FOR THE ENTIRE ACADEMIC YEAR, FALL AND SPRING, OR THAT PORTION REMAINING AT THE TIME RESIDENT BEGINS OCCUPANCY. _____ (initial)

Student Signature Department of Res. Life Staff Parent’s Signature

Date Date Date