



Department of Housing and Residence Life

Guide to Living on Campus

Housing Mission Statement:

The Mission of Housing and Residence Life at WSSU is to provide a Residential Experience that fosters a holistic-learning atmosphere which challenges a community of diverse scholars while encouraging **collaboration, accountability, responsibility, service, and leadership** preparing our students to engage in the global community.

Instrumental to the success of our mission is to provide:

- Safe, secure, and comfortable living conditions which are conducive to the pursuit of academic excellence
- Programs that address cultural, physical, emotional, spiritual, social, and intellectual development of our students
- Technology that enhances intellectual pursuits and student success
- An awareness of the benefits and needs associated with community living

Housing Vision:

- Winston-Salem State University residence halls operate on a "living and learning" concept. Here, students are challenged to improve interpersonal relationship skills. Students are also challenged to live peacefully and to interact with others from different cultural, regional, and socioeconomic backgrounds. Our students enjoy a healthy range of adult freedom while carrying out their responsibilities at Winston-Salem State University.

Housing and Residence Life Staff

- The primary role of the Housing and Residence Life staff member is to support the educational goals of the University. The staff consists of full time professional staff members and undergraduate student staff. They make up the team who are responsible to provide crisis intervention, act as an emergency resource, help to insure a safe and secure living environment,

provide routine hall activities, and create a sense of community within a respective residence facility. The staff consists of:

- The Resident Advisors who assist in building community on their floors and provide assistance to residents with concerns and needs.
- The Hall Directors, masters level professional staff members who are responsible for the general management of their hall and supervision of the student staff.
- The Area Coordinators, are master level professional staff members who are responsible for a cluster of residence halls, programming, and professional staff supervision.
- The Housing Assignments Specialist, who assists with room assignments and billings.
- The Associate Director of Housing and Residence Life, who is responsible for the management of all Residence Halls and Residence Life Staff.
- The Director, who is responsible for the department and all its functions (assignments, budget and finance, facilities, and residence life administration).

Leadership Opportunities for Students

Resident Advisor

Resident Advisors (RAs) are selected student leaders who provide residential services and help to develop a community amongst their residents. Duties and responsibilities of the RA include community building, educating about civility, engaging with students on a daily basis, serving as a mentor and resource, and upholding community standards. All RAs live on their assigned floor. Interested candidates must meet the GPA standard at the time of application, be in good judicial standing, and have prior campus living experience. Applications for the upcoming academic year are distributed late in the fall semester.

FYRE Peer Mentors

FYRE Peer Mentors serve as guides to living on campus and finding strategies to be successful for our First Year Residential Experience Program (currently housed in Brown Hall). In addition to the Resident Advisors, the Peer Mentors will meet regularly with students and assist them through their transition to college in their first year.

Desk Assistants

When necessity dictates, Housing will hire students to serve as Desk Assistants. They are asked to sit at our halls' front desks, provide a welcome to those who visit the community in which they serve and assist with other matters related to hall security, etc.

We believe that:

- Service to the students at Winston-Salem State University is our highest priority. We serve by preparing our students to be tomorrow's leaders.
- Winston-Salem State University is committed to excellence and programming activities to deliver an exemplary learning experience.
- A community of learners and scholars is built around high expectations.
- Each member of our community has the ability to contribute to the entirety of the community. We expect all members to use their unique talents to make WSSU a better place.

Winston-Salem State University residence hall communities incorporate the following living creed:

- EDUCATION:** to ensure that teaching and learning take place beyond the classroom.
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- OPENNESS:** so that ideas and thoughts can be discussed freely.
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- RESPECT:** to ensure that individuality is honored so diversity can be pursued.
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- RESPONSIBILITY:** so that the individual accepts obligations to the community and is held accountable for individual actions.
-
- CARING:** to ensure that the individual's well-being is supported and that community service is encouraged.
-
- INVOLVEMENT:** so that all individuals have a voice in decisions concerning their community.
-
- OWNERSHIP:** to ensure that all individuals care for their building facilities and adjacent property.
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- CELEBRATION:** so that Winston-Salem State University history and culture are promoted and that residence hall and university traditions are shared.

This creed is adapted from
In Search of Community, by Ernest Boyer.

Residence Hall Guidelines, Policies, and Procedures

All policies below pertain to living in WSSU residence hall communities and the proper use of Residence Life space. They were created to enhance the living experience for all and to provide an experience that is safe and conducive for study and community building.

Advertising and Posting Policy

The following Housing and Residence Life posting policy has been established to promote and enhance the safety, security, and privacy of students living on campus as well as to maintain a clean and orderly residence hall environment. Posting of material(s) is permitted in the residence halls and apartments as outlined in this document. Solicitation is strictly prohibited in and around the residence halls and apartment facilities managed by Residential Life. (See the definition of solicitation that follows.)

A Posting is defined as public display of any informational or promotional materials. Residential Life has designated spaces in the residence halls for the purpose of providing a place for groups and organizations to market their activities, events, information, programs, and services. Posting materials may include: banners, flyers, leaflets, notices, posters, or signs placed or affixed in public space for the purpose of advertising activities, programs or services. Only university departments, faculty, recognized student organizations, and candidates for student government/hall government office are eligible to have materials posted in the residential areas.

- Students are prohibited from directly posting materials in residence halls. Materials that are directly posted, without following the policy outlined below will be taken down immediately.
- Recognized student groups, University Departments, and some non-profit community organizations are allowed to submit flyers for posting. HRL will accept postings only after they have been approved and stamped from the University Student Activities and Engagement (USAE) office.
- Only Hall Staff can post approved materials that have been approved in the designated locations.
- The posted material must clearly identify the name of the sponsor or student organization, date(s) of the events, and contact information.
- The sponsoring office or organization is responsible for making the appropriate number of photocopies and delivering them to the Housing and Residence Life Office in 301 Thompson. To guarantee posting will be posted, they must be received at least three days prior to date of the expected posting.
- Housing and Residence Life is not responsible for maintaining postings that have been vandalized, torn down, or otherwise altered or destroyed.

Departments and organizations requesting permission to post materials must separate the posting materials based on the distribution list provided to ensure a timely delivery to the residential areas. A distribution list outlining the residential area can be obtain from our office on the third floor of the Thompson Center, on the Housing website in the Guide to Campus Living, and at the end of this document.

Advertising and Posting Policy (cont.)

- Recommended sizes for flyers are 8.5" x 11", 8.5" x 14" or 11" x 17". Due to limited posting space, any posting material exceeding 11" x 17" will not be approved.
- The use of solid red paper is reserved for emergency notices only and will not be posted.
- Postings will be removed within 24 hours of an event.
- Postings without an event date on them will be posted for a maximum of two weeks and then subsequently taken down
- Residence Life reserves the right to not approve any posting due to space or time limitation, inappropriate content, or failure to follow this policy.
- This policy is for residence halls only. For permission to post in other parts of campus, please contact the appropriate offices.
- All matters for posting not covered under this policy must be approved in advance by the Associate Director of Residence Life (or a designee).

Solicitation Policy

Solicitation is defined as going door-to-door to directly sell or advertise for products and services, raise donations for charity, and or request for residents to make contributions for the tangible or intangible benefit of individuals or groups.

- Door-to-door solicitation is prohibited. No person or student representing any organization or company is permitted to offer any products or services for purchase in the residence halls and apartments. Students who participate in or solicit on behalf of an outside organization are subject to disciplinary action.
- Students or student organizations wishing to raise non-cash donations for charity through social programs or other means may obtain permission from the appropriate Area Coordinator to collect materials in a designated non-living space or centralized location. Area Coordinator contact information is located on our webpage www.wssu.edu/housing under "[About Us](#)". Items must comply with the current On-Campus Housing Contract expectations and not pose a health or fire safety threat to the community.



WSSU Housing and Residence Life Posting Policy

Name of Organization: _____

Organization Representative: _____

Email address: _____

Contact Number: _____

Please mark below where you would like the marketing posted.

Facility Name	Primary Population	# of Common Areas	# of postings per floor	Maximum Postings
Atkins Hall	Freshmen Women	2	0	2
Brown Hall	Freshmen Men and Women	3	0	3
Martin-Schexnider Hall	Freshmen Men and Women	1	1 (7 total)	8
Wilson Hall	Sophomores, Freshmen	3	2 (8 total)	11
Moore Hall	Freshmen Men and Women	3	1 (4 total)	7
Gleason- Hairston Terrace Hall	Sophomores, Juniors, & Seniors	3	0	3
Foundation Heights Hall	Sophomores, Juniors, & Seniors	3	2 (10 total)	13
Rams Commons Hall	Sophomores, Juniors, & Seniors	5		5
Thompson Center, 3 rd Floor	Administrative Area	2		2
Common Area Totals		25		
Floor Postings Totals			29	
All Area Posting Totals				54

Appropriate dress

The University strongly suggest that appropriate attire/dress is worn at all times while residing in a residence hall and when out and around campus. All residents are required to dress appropriately (i.e. shower robes, shower shoes, etc.) when utilizing the bathrooms, computer labs, laundry rooms, etc. within any residence hall. Shirts and shoes are to be worn at all times.

Babysitting

Residence halls are not designed or equipped to meet the needs of young children. Except for move-in and move-out periods, the presence of infants and children under the age of 13 is not allowed. Violators will be subject to disciplinary action. Furthermore, residents are not permitted to perform any type of business for remunerative purposes from their rooms. See “Conducting Business from a Residence” below.

Behavior Toward University Staff

Abusive, disrespectful, uncooperative, and threatening language (written or verbal) and behavior directed toward University staff, including resident staff, is prohibited. Failure to refrain from such acts can result in disciplinary action.

Bicycles/Motorcycles

Bicycles must be stored in authorized areas only and only in such numbers that the area can accommodate. According to the State Fire code, stairways and hallways are fire exits and must not be blocked with bicycles or other personal items. Any bicycles found in such areas will be removed and a possible fee will be charged for their return. Motorcycles and similar vehicles are not permitted in the residence halls. Bicycles are not to be ridden in the hallways, stairwells, or on decks or patios. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended or in unsanctioned areas may be removed by University Police without warning. Confiscated bicycles may be retrieved at the University Police Office.

Computer Labs

All residence halls have computer labs. Use of the computer lab is a privilege extended to WSSU faculty, staff, and students. All users of a computer lab are responsible for the compliance with the policies listed below. Violation of such policies may result in suspension of lab use privileges:

- Compliance with WSSU’s Technology Acceptable Use Policy <http://www.wssu.edu/it/policies-and-procedures/technology-acceptable-use-policy.aspx>.
- Access to the computers or computer-related equipment in the Winston-Salem State University labs is limited to current University students and staff.
- No food or drink is allowed in the computer labs.
- Absolutely no copyrighted software, music, or movies may be copied or taken from the labs.
- Absolutely no outside copyrighted software, music, or movies may be downloaded and/or copied onto the hard drive of any computer in the labs.
- Working documents must be saved on flash drives, or individual accounts if provided – not the computer’s hard drive. Files left on the hard drive will be deleted.

- The computers are for educational purpose only. Using the computers to view pornographic sites is strictly prohibited. If you are caught accessing pornographic images, hacking or sending content to someone that is deemed pornographic, etc. with the computers, your privileges may be revoked.
- Downloading music files and movies is not allowed.
- Deleting programs already installed on the system is prohibited.
- Repairing and/or tampering with computers is prohibited.
- Posted lab hours will be enforced. Users of the WSSU computer labs are expected to plan their work with the lab schedule in mind and to leave at the published closing time.
- Be considerate of others. The space is provided as a privilege for all students and these resources must be shared.

Cooking/Food Preparation

Electrical or gas cooking appliances such as grills, popcorn poppers, hot plates, toasters, toaster ovens, electric frying pans, deep fryers, drip coffee makers that have a hot plate element, are not permitted in rooms. The University will confiscate any hazardous appliances and violators will be assessed a fine.

Fire safety and sanitation requirements prohibit cooking in any area within residence halls except kitchenettes and kitchens which are specifically designed for such use. Never leave a kitchen unattended while cooking. Standalone microwaves or other cooking devices are not allowed in apartment unit bedrooms. Also, outdoor or indoor grills are not allowed within the facility.

A microwave is available in the designated kitchen areas or rooms in each building. If a student wants to have a microwave in their personal room, the only option for them is to rent or purchase a MicroFridge unit from Standards for Living www.Standardsforliving.com. All other microwaves are not permitted and will be confiscated. Also see "Refrigerator Policy" below.

Conducting Business from a Residence

Residents are not permitted to perform any type of business for remunerative purposes from their rooms or apartment units. Residents are not to inscribe or affix any sign, object, advertisement or notice on any part of the inside or outside of the building premises. Residents are prohibited from using their room/apartment unit for business purposes. This includes any paid service including babysitting, nail care or hair care.

Damage to Student Belongings/Insurance

The University is not responsible for damages or loss of student belongings that are due to any event that is outside of the regular use of the buildings. This includes the expulsion of fire extinguishers, fires, floods, theft, and/or acts of vandalism. Students are encouraged to make sure that their belongings are covered under their parent/guardians' homeowner/rental insurance or they purchase their own rental insurance or special coverage for their belongings.

Damages to Facility or University Property (Individual)

Students are responsible for maintaining the facility where they reside. Students should, in cooperation with residence life staff at check-in, carefully note the condition and inventory of the room's movable furniture, and the condition of the walls, floor, ceiling, and built-in items.

Repairs or replacement of items whose condition has changed since the completion of the Room Condition Report form (completed at check-in) will be appropriately charged to the student on the student's University statement if not collected at checkout. Students are also liable for charges for any unusual housekeeping service, such as cleaning rooms left dirty when moving out.

Damage charges are assessed equally against all occupants of a room unless personal liability can be determined. Only University personnel may repair damage to residence hall rooms or furnishings. Students are responsible for any damages caused by adhesive substances, such as mounting tape, scotch tape, or self-adhesive fixtures. Students also are responsible for the condition of their room doors, blinds, and screens.

Damage (Common Areas/Community)

Each Residence Hall Director will maintain and update an area in the residence hall tracking damage to the hall and its effect on the entire building. Damage to common areas is billed to the residents of that living area when the individual(s) responsible is/are not identified. When a student has knowledge that an individual has caused damage to a common area, he or she is responsible for sharing that information with a residence hall staff member. Damage to the common areas of the residence hall will then be charged directly to the person(s) responsible for such damage.

Common areas for which all residents are responsible are defined as lobbies, recreation areas, study areas, hallways, stairwells, community and public bathrooms, elevators, laundry facilities, computer labs, and the building exterior. A living area is defined as either the floor, wing, suite, or the entire building. Once a group charge is determined, a fee of no less than but possibly more than \$10 per person/per incident/per semester will be applied to the student's account.

The item will be considered billable if it is believed that the damage was, or could have been done by students or witness bystanders. It will also be considered billable if it is believed that the damage could have been prevented. This would be the case if:

- The individual gained access to the building by following a resident into the building
- The individual gained access by entering through a propped door or a door not subscribed as an entrance (emergency fire exit, etc.).
- The individual was a guest of someone in the building
- A stranger without an escort in the building goes unreported
- Irresponsible behaviors is not addressed by building residents and damage occurs.

If the person(s) responsible or witnesses come forward, the damage charge is assessed to the person responsible for the damage.

Decorations/Attachments

While there is a chance for students to express individuality in decorating their rooms or apartments, all decorations must be removable without causing damage to surfaces. Also, it is recommended that residents observe good taste and common sense in decorating their rooms or apartments. No articles are to be displayed in the windows since the public views the facility from the outside. Hallways must be clear of obstructions; therefore, no decorations (unless on resident's room door) outside of a resident's room is allowed. Be advised that students may not make any permanent alterations to their room or furniture unless approved by hall staff. Students are not permitted to paint their rooms. Students may not connect their decorations to or obstruct the operation of any fire equipment. This includes but is not limited to smoke detectors, fire sprinkler heads or pipes. Students may not use any sort of real, toy or fake weapon to decorate their room.

Display of Alcohol and Drug Paraphernalia

Students are prohibited from displays of alcohol or drug paraphernalia. This includes any shot glasses, empty bottles, posters, or smoking apparatus including hookahs, bongos, or pipes, etc.

Disruptive/Disorderly Conduct

Disruptive/disorderly conduct is defined as any activity that interrupts and interferes with the normal routine of the campus community. When students enter the University community, they take upon themselves certain responsibility and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the University. Student conduct therefore is not considered in isolation within the University community, but as an integral part of the educational process.

Disruptive/disordering conduct includes, but is not limited to assault, misconduct, threats to personal safety, fighting, throwing any object in the University dining facility or from the window of any University facility, making excessive noise, and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the University for the purposes for which the University exists. Additionally, speech or behavior that materially and substantially disrupts the University living environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may include, but is not limited to temporary or permanent removal from University Housing.

Dry Plants (Christmas trees)

Due to the flammable nature of live Christmas trees, such trees are not allowed in the residence halls.

Electrical Appliances/Equipment

The residential facilities have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms or apartment units. The following guidelines govern the use of electrical appliances, outlets, and power strips in residence hall rooms or apartment units.

- Any electrical appliance with an exposed heating element is prohibited.
- Power strips may be used under the following conditions:
 - Only one power strip is permitted to connect an appliance with an electrical outlet (strips may not be used in a series).
 - Only grounded power strips may be used with appliances.
 - Power strips with built-in breakers are required when the number of outlets needed is greater than the outlets in the student's rooms.
 - Privately owned air-conditioners are not permitted.
 - Resident owned refrigerators are allowed in residence hall provided that they do not exceed 4.0 cubic feet.
 - Other appliances such as radios, lamps, computers, TVs, electrical razors, hair dryers, hair curlers, fans, and clocks are permitted. Students must recognize that use of several of these items at the same time from the same outlet may cause a breaker to fail.
 - All electrical equipment and cords must be kept in safe operating condition.
 - Irons may be used only with ironing boards. Never should a student use an iron on the floor of a room or a desk or dresser top.
 - Electrical cords cannot be run under carpets.

Emergency Drills and Procedures

Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents must pay special attention to information given regarding emergency exits from buildings and are expected to know their locations and the procedure for their use.

Exterior Doors

Exterior doors of each residence hall are secured 24-hours a day. Residents gain access to the designated entrance doors via their student RamCard. Students are prohibited from using designated Fire Exit Only doors or windows to enter a residence hall because this creates a security lapse and puts all residents in danger. Entering or exiting through non-designated entrance or propping doors will result in disciplinary action.

Failure to Comply with University Officials

University officials have the authority to ask hall residents for identification and have it shown to them at any time, give directions to hall residents and have those directions followed, and to give sanctions and expect compliance with the sanction. This authority expands to include visitors of residents. Failure to comply with University officials will result in disciplinary action.

Fighting

Fighting and the threat of physical abuse is not allowed or tolerated in the residence halls. (See [Student Rights, Responsibilities, & Conduct at WSSU](#).)

Fire Safety

Fire prevention and safety are of paramount importance in residence hall living. Each residence hall has fire and emergency procedures that each student must know for both his/her own safety and for the safety of other residents. Fire drills are held each semester to insure that all residents are familiar with emergency procedures. Failure to cooperate fully and in a timely fashion will result in a fine and/or disciplinary action. (See the "Fines and Charges" chart at the end of this document.) Periodically, as a result of equipment sensitivity or mischief, false fire alarms will inconveniently occur. You are still required to exit the building promptly. All fire alarms must be treated as if there was a fire.

Firearms, Weapons & Explosives

All firearms, instruments classified as weapons, explosives, firecrackers, bottle rockets, smoke bombs, ammunition and related paraphernalia are strictly prohibited in and around the residence halls. This includes, but is not limited to, BB guns, pellet guns, air guns, stun guns, water guns, toy guns, Tasers, mace, martial arts weapons, tear gas, sling shots, and any other type of weapon. (See [Student Rights, Responsibilities, & Conduct at WSSU](#).)

NOTE: Water guns and Halloween masks (or anything that covers the face or alters a person's identity) are strictly prohibited on campus. Nothing should be brought to campus that resembles a weapon.

Furniture

For reasons of life and fire safety, students are not permitted to alter or modify University-provided furnishings or the basic layout of built-in furniture in the room. The University recommends that students keep in mind the size limitations of residence hall rooms when bringing belongings to the residence halls. Student construction of furniture, makeshift beds, lofts, platforms or other apparatus are not permitted. Students may not remove University furniture from common areas for their private use in their rooms. This includes but is not limited to lobby, conference room and/or lounge furniture. All furniture in student rooms must remain in the room.

Gambling

Gambling is prohibited within any residence hall or on University grounds.

Good Character Policy

Students are expected to behave in a manner that represents the best in themselves and as University members. Student dress, speech, and actions should exhibit respect for self and others and a positive representation of the University.

Hall Meetings

Residence Hall meetings are held periodically by the RAs. Attendance is expected because the residents are held responsible for being knowledgeable of all University policies and Housing and Residence Life policies and procedures. Residents who cannot attend the meeting are to contact their respective RA for meeting information. Residents should notify staff in advance about possible absence from meetings. Failure to attend meetings could result in disciplinary action from the Residence Hall Director. Failure to attend a meeting does not serve as an excuse for not following new policies or procedures established in a hall meeting.

Harassment Policy

Individuals are afforded the right to privacy and peaceful existence. Harassment of, or assault on, another individual will not be tolerated. Assaults or threats of assaults on other person whether sexual, physical, written, or oral or through social media will not be tolerated. Abusive language or harassment toward any University staff member or student will not be tolerated. Violators will be subject to disciplinary action in accordance with [Student Rights, Responsibilities, & Conduct at WSSU](#).

Hazing

Hazing as defined by North Carolina law and the WSSU [Hazing Policy](#) is strictly prohibited.

Housekeeping

Residents are responsible for cleaning and maintaining their own room, suite, and apartment areas. All common areas (study rooms, computer rooms, lobbies, lounges, common restrooms, and laundry facilities) within the residence halls are cleaned on a regular basis by the Housekeeping staff. Room safety inspections will be conducted by hall staff monthly and residents will be informed of the times and duration.

Illegal Entry

Failure to enter residence hall properly through secured entrances is prohibited. This includes utilizing windows or emergency exit doors in non-emergency situations. Violators and accessories to the act could be charged with criminal trespassing. Residents who do not escort their guest(s) or who prop open doors or windows are subject to a cancellation of their residence hall contract or agreement. Non-residents who are not escorted by a resident are subject to the charge of criminal trespassing.

Keys: Lost, Stolen, Shared

In the interest of our residents' personal safety, it is the policy of the Department of Housing and Residence Life to re-key student rooms at the student's expense if the room key is determined to be lost or stolen. If a resident loses his or her room keys, he or she should report the loss to their Hall Director. Residents are responsible for the cost of re-keying their rooms or replacing their building key. The loss of room and/or entrance door keys must be reported promptly to the Residence Hall Staff of the Office of Housing and Residence Life. The residence Hall Director will issue a charge to the student for lock core change and new keys. Sharing your key with someone who is not an occupant of the room assigned to you is strictly prohibited. Disciplinary action will follow if a student is using other students' keys.

Laundry Facilities

Students living in the residence halls will be provided with laundry services within their assigned buildings. Students have unlimited laundry provided with the use of their RamCard. Facilities are to be shared and students need to respect the belongings and rights of others. This service is only available to students who reside in the building when classes are in session and runs concurrently with the meal plans. **Report any issues with laundry equipment to the appropriate website listed below:**

<http://servicerequest.asicampuslaundry.com/>

Note that unattended laundry will be bagged and donated to Goodwill. You are responsible for your own clothes in the laundry room. We recommend that you check each washer and dryer before using and stay with your laundry until it is finished. Operating instructions for the washers and dryers are posted in each laundry room.

Lockout Policy

In the event that a student is locked out of his/her room, he/she must report to a Residence Hall Staff member. There will be a fine assessed and/or disciplinary action taken against students who require repeated assistance with lockouts. See the list of Fines and Charges chart at the end of this document.

Loitering

Loitering within the residence halls and surrounding property including buildings and parking lots is prohibited. Loitering on University premises is defined as lingering idly or aimlessly in any area of campus without official authority. Hanging around in clusters, creating and/or causing usually loud, disturbing noises, or wandering aimlessly about campus between 12 AM and 6 AM is in violation of University policy. Offenders will be subject to disciplinary action.

Mail Services

Your current mailing address will remain the same throughout the time you are registered at WSSU. Mail is received and sorted each day, Monday through Friday, 8:30 AM-4:00 PM at the mail center located on the ground floor of the Thompson Student Services Center. Your mailing address is:

Name

Campus Box <Number>

601 S. Martin-Luther King Jr. Drive

Winston-Salem State University

Winston Salem, NC 27110

Meal Plans

If you wish change or alter your meal plan after arriving to WSSU please visit the Department of Auxiliary Services in Eller Hall, room 214.

Mental Health Disturbances Disposition

Depression, eating disorders, bipolar disorder, and other mental health issues can emerge for the first time in the college years or reemerge after having been treated. Counselors are available for the students who want to seek help. However, in order to protect the University community, decisions made may be enforced upon student who exhibit any signs of mental health disturbances. Decisions may include, but are not limited to any or all combinations of the following requirements: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual of the residential community, voluntary or involuntary withdrawal from the University (including University Housing) for either a specified or unspecified period of time, or involuntary withdrawal from the University (or University Housing) for either a specified or unspecified period of time. Final decisions of the matter will be determined by the Vice Chancellor for Student Affairs, in consultation with the appropriate counselors or other mental health professionals.

Microwaves

Microwaves provided in Gleason-Hairston Terrace and Rams Commons will no longer be replaced by Housing and Residence Life. Over the course of the years, these units have been abused and the damage and cost of replacement of these microwaves does not warrant the continual replacement. For Gleason-Hairston and Rams Commons residents only, the only acceptable replacement microwave that you and your roommates would need to purchase would be 1.3 cubic feet or less and no more than 1000 watts (EnergyStar rated). No convection ovens or toaster ovens are permitted. While we understand that this could be an inconvenience, the continued replacement of more than 40 microwaves a year is not beneficial to our landfills or to your cost for living on campus. Limit one microwave per suite unless a MicroFridge is purchased.

Noise Producing Devices

All radios, televisions, stereo equipment or any other appliances or items which generate noise or sound shall be turned down to a level that does not annoy or interfere with the quiet enjoyment of the other residents. No percussive or electronically amplified musical instruments may be played within any residential facility. Non-electronically amplified acoustic instruments may be played at a level that does not annoy or interfere with the quiet enjoyment of the other residents. Noise and music should not be heard more than two doors down from its origination point. Residents violating this policy are subject to disciplinary action.

Pest Control

Each residence hall will be treated on a regular basis by a professional exterminator. Students experiencing pest problems should contact the Residence Hall Director immediately. Please be mindful that cleanliness will go a long way towards keeping your room pest-free.

Pets/Animals

Due to health standards and the possible inconvenience to other residents, no pets or animals other than service animals are to be housed or kept in the residence. Residents found in violation of this policy will be assessed a fine and/or removed from University housing. Residents requiring use of a service animal must provide proper documentation and approval from Disability Support Services and Housing and Residence Life.

Press

Members of the Press, even if escorted by a resident, are not permitted inside any of the residence halls at any time. This is considered private property. If a student sees a member of the press in a hall, they need to call campus police immediately for assistance.

Prohibited Items

- Gasoline, benzene, chemicals, alcohol, and other flammable liquids, such as thinners, etc.
- Cooking appliances i.e. hot pots, electric skillets, immersion coils, toaster ovens, broilers, deep fryers, rice cookers, woks, hot plates or similar items (not thermostatically controlled and do not have an automatic shutoff heater).
- Space heaters
- Candles, incense, or other open-flame devices.
- Electrical wiring that is “homemade” or otherwise modified or transformed; possessing or using an electrical extension cord over six feet long or a multiple plug into which more than two cords are attached. Cords may not be run under rugs, closet doors, or secured to building surfaces or furniture.
- Alcohol or drug paraphernalia – bottles (full or empty), shot glasses, pipes, hookahs, bongs, prescription drugs not prescribed for the residents in the room
- Use of or possession of a refrigerator that does not meet University specifications for refrigerators
- Road and traffic signs and cones
- All hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and ornaments with wicks.

- Posters and decorations with combined coverage of more than one-third of available wall space or on the ceiling.
- Halogen-style lamps
- Plug-in air fresheners
- Weapons (simulated or real), bullets, etc.
- Knives longer than 3 inches

Quiet Hours and Courtesy Hours

The creation of an environment conducive to study in the residential facilities requires that each resident show consideration of others by keeping his/her noise level down. Between the hours of 11 PM through 8 AM, Sunday through Thursday and 12 AM (midnight) through 8 AM Friday and Saturday, residents are expected to maintain a noise level which cannot be heard outside of their room or apartment. This is to provide appropriate levels of sound that is conducive to sleep. At all other times, Courtesy Hours are in effect. At these times, sound can be a little louder than at other times but if requested by a resident or staff for the music or other noise to be turned down, students need to comply immediately. The noise level should not disturb fellow residents. At no time will excessive noise be tolerated within the residential facilities.

Quiet Hours

Sunday-Thursday	11 PM to 8 AM
Friday-Saturday	12 AM (midnight) to 8 AM
Final Exams Periods	24 hours

Courtesy Hours:

24 hours a day, 7 days a week

Recreational or Sporting Games

No recreational or sporting games in any form are permitted in the buildings, breezeways, balconies, or parking lots of any residential facility.

Responsibility for Communal Property

Communal property includes hallways, bathrooms, stairwells, computer labs, lounge area, study rooms, meeting rooms, laundry rooms, utility rooms, and kitchens. Residents are expected to take every precaution to ensure that communal property is not abused or defaced. In halls/apartment or sections wherein the University has determined that the majority of the residents are tolerating undue abuse of University property and the responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of labor and/or supplies for such abuses.

Permissible Use of Residence Hall Common Spaces

The space provided by Residence Life and Housing within a Residence Hall is paid for and provided for the use of the residence hall residents **of that** residence hall. Student groups are not permitted to utilize space in residence halls for meetings or other activities/programs unless partnering with a hall staff member and approved by the Hall Director and Area Coordinator and available to all residents of that particular hall to participate. For safety reason, students who are using these spaces as approved should not be inviting students or non-students into the hall for such an event. Furthermore, there is no space within the residence halls for students to practice step shows, model walking, etc. Students should be requesting space through Student Activities to support these groups.

Room Assignment

The student is responsible for the condition of the assigned room or apartment unit and shall reimburse the University for any damage to the room or apartment, and damage to, or loss of, fixtures, furnishings, or properties furnished under the contract/lease agreement. No alterations are to be made to the furnishings provided by the University. Additional furnishing brought into the room must be freestanding and clear of all existing furniture, fixtures or walls contained in the room or apartment unit. Each resident will be required to complete a Room Condition Report (RCR) upon occupancy. When occupancy is terminated, an occupant must obtain room or apartment unit clearance from Hall Staff. To obtain clearance, the occupant must meet with a staff member who will inspect the room (with the student present), document the condition, obtain the occupant's signature, and relieve the occupant of responsibility for the room (including key) or assess charges for damages or missing property. Those students vacating rooms or apartment units without following this procedure will be fined accordingly, plus the cost of any repairs resulting from damages occurring during occupancy.

Room or Apartment Change Procedure

- No student-initiated room apartment changes can take place during the first three weeks of each semester, unless there are special circumstances approved by the Director of Housing and Residence Life.
- After the first three weeks of a semester, no physical room change can be made until you contact your Residence Hall Director and get approval to make the room change. All parties involved must mutually agree to make the room changes.
- All room changes must be completed within 24 hours of the approval by the Residence Hall Director.
- You must return the key for your present room and sign the room condition form for the room you are exiting.
- You must review and sign the Room Condition Report of the new room as you complete your transfer of space.
- If you have any questions, please ask your Residence Hall Director or designated staff before the room change begins.

Note: Any room/apartment changes made without permission will result in disciplinary action which will include a fine and/or possible removal from the residence hall.

Screens

Students are not permitted to remove a window screen for any reason. Removal of screens will result in a fine and possible disciplinary action.

Security Doors

The residence halls are equipped with panic/security doors, which are designed to be used only in the event of an emergency. The main exit should be used for regular exits and entrances to the building. Those who violate this regulation by placing an object that prevents the door from closing or obstructs others from entering the building will be subject to disciplinary actions by the University.

Refrigerator Policy

Students living in Atkins, Brown, Martin-Schexnider, Moore and Wilson Hall are not provided refrigerators in their student rooms. If roommates want to have a refrigerator in their room, they have two options.

OPTION 1:

Students in the above halls bringing their own refrigerators (4.0 cubic feet or less) will be required to pay a usage fee of \$30 for the academic year. This \$30 fee will be applied once students register their refrigerator. Upon registration, students will be issued a sticker for the current academic year that must be placed on the refrigerator. We encourage you to purchase EnergyStar refrigerators.

OPTION 2:

Students may rent a MicroFridge from our partners at Standards for Living. While microwaves are available in common areas for use, students are not allowed to have standalone microwaves in their rooms. In 2011 Housing and Residence Life initiated the rental program through Standards for Living that allowed for an energy star microwave refrigerator combo for students (MicroFridge, TM). This is also the only way students in Atkins, Brown, Martin-Schexnider and Wilson can possess a microwave in their room if they so choose. If students rent a microfridge from Standards for Living, they will not be assessed the refrigerator usage fee as these units are highly efficient. For more information on MicroFridge rentals see www.wssu.edu/housing under [Prospective Students](#) or www.standardsforliving.com

Failure to register an appliance of this sort will result in a penalty of \$100.

Foundation Heights, Rams Commons, and Gleason-Hairston Terrace Halls

Students living in these halls have kitchenettes and kitchens with large refrigerators installed by Housing, large enough to serve the needs of all students in the suite. Refrigerators take a lot of energy to run and energy costs have been increasing.

Students in Foundation Heights, Rams Commons, and Gleason-Hairston Terrace Halls who choose to bring their own personal refrigerator will be required to register their refrigerator for a \$50 academic year fee. Students who rent a MicroFridge from Standards for Living <http://www.standardsforliving.com/> will not be required to pay a registration fee as these meet the energy standards established by the university.

Failure to register an appliance of this sort will result in a penalty of \$100.

Room Inventory/Inspection

During the first week of occupancy, the residence hall staff member and the student will take a room inventory and inspection. The residence hall staff will check the rooms throughout the semester and when the student checks out of the building. All damages which occur, other than normal wear and tear, will be noted on the room inventory, and charges will be shared equally among the occupants of the room if the responsible person(s) cannot be determined.

Nails, tacks, and tape can be particularly damaging to finished surfaces. Charges for such damages will be made accordingly. Residents may not alter the electrical systems or equipment in their rooms. Furnishings may not be removed from student's rooms or apartments without the authorization of the residence hall staff. Resident are responsible for the replacement cost of missing room furniture. Storing or placing room furniture in the hallway is prohibited. Public area furnishings moved to student rooms will be confiscated and the student(s) will face disciplinary action.

Smoking

Smoking is prohibited in all Residence Halls and within 100 feet of any campus building. In June of 2014, e-cigarettes were also banned by University Board of Trustee policy. Students are not allowed to have hookahs or other smoking apparatus in the residence hall.

Social Media

Students are expected to avoid comments, threats, or any disparaging language that can represent themselves or the University negatively. See Harassment policy in this document and the [Student Rights, Responsibilities, & Conduct at WSSU](#).

Soliciting

For your protection, residents are prohibited from soliciting in the residence halls without permission from the University. The Hall Director should be notified if a solicitor is seen in the building. Permission for any soliciting must be obtained through the Office of the Vice Chancellor of Student Affairs.

Solicitation is defined as going door-to-door to directly sell or advertise for products, events, services, raise donations for charity, and/or request residents to make contributions for the tangible or intangible benefit of individuals or groups. Housing and Residence Life staff are permitted to go door to door in order to promote Residence Life events or collect important information for Housing and Residence Life use.

- Door-to-door solicitation is prohibited. No person or student representing any organization or company is permitted to offer any products or services for purchase in the residence halls and apartments. Students who participate in or solicit on behalf of an outside organization are subject to disciplinary action.
- Students or student organizations wishing to raise non-cash donations for charity through social programs or other means may obtain permission from the appropriate Area Coordinator to collect materials in a designated, non-living space, centralized location. Area Coordinator contact information is located at www.wssu.edu/housing under the [Our Staff](#). All

donated items must comply with the current On-Campus Housing Contract expectations and not pose a health or fire safety threat to the community.

Stairwells/Balconies

The dropping of objects and trash down stairwells or balconies is not allowed. Persons involved in such actions will be subject to eviction from the residential facility.

Storage

The University does not have adequate and secure space to store your personal items. Local storage facilities that rent by the month are available near campus. You must take all your personal items with you when vacating the halls at the end of the academic year.

Telephone

Students interested in telephone service will need to contact WSSU Information Technology for service. Students are responsible for all charges associated with telephone set-up and services in their room.

Information Technology Services

Issues with wired internet, Wi-Fi, or computer lab and printers must be addressed with the Office of Information Technology. Students should submit a RamTech ticket for any issues with technology provided on campus or contact IT directly at

Technology Support Center

O'Kelly Library, Room 203
601 Martin Luther King Jr. Drive
Winston-Salem, NC 27110
Phone: 336-750-3431
Fax: 336-750-3434

Hours: 8:00 AM to 5:00 PM

or

Information Technology

Main Office
Elva Jones Computer Science Building
601 Martin Luther King Jr. Dr.
Winston-Salem, NC 27110
Phone: 336-750-2092
Fax: 336-750-2093

Office Hours: 8:00 AM to 5:00 PM

Theft

All accusations of theft are treated seriously and are subject to investigation. If any student is found guilty of theft, they are subject to prosecution, restitution, and eviction from the residential facilities. Theft could also lead to suspension from the University and legal action. (See [Student Rights, Responsibilities, & Conduct at WSSU](#).)

Throwing Objects from Windows

Because of danger to lives and property, dropping, throwing or in any manner allowing objects (liquids or solids) to be ejected from or thrown into or out of a residence window and or balconies is prohibited. Residents of a room or apartment are responsible for any ejected objects. Violators are subject to disciplinary action.

Traffic Signs

Traffic and/or road signs are not permitted in residence facilities and will be confiscated. Those who are found in possession of signs will be subject to disciplinary action.

Trash Removal

Students are responsible for removing trash from their residence hall rooms, suites, or apartments and placing it in a dumpster outside of the residence hall. Students will be charged a fine for not properly removing and disposing of trash from his/her room or from the hall. See the Fines and Charges chart at the end of this guide. Trash found in stairwells, hallways, elevators etc. can result in community fines and/or disciplinary action.

Unauthorized Entry

Only residents are allowed to use University issued IDs to get into residence halls. No one should enter halls through emergency doors, windows, or without a key and a resident host. Moreover, residents and guests are not allowed to enter rooms that are not assigned to them or prohibited rooms such as staff offices, mechanical rooms, storage rooms, etc. Hall Staff will not open a room for another student to retrieve an item that they claim is their own.

Use and Abuse of Alcohol and Drugs

Alcoholic Beverages

The following rules and regulations are applicable to the Winston-Salem State University community:

- Winston-Salem State University is a dry campus. Drinking an alcoholic beverage of any type on campus is strictly prohibited. Consumption by any person of any malt beverage or wine-fortified or unfortified in any public place or upon public street or upon the private business premises of WSSU, or liquor/whiskey in any public place, upon any public University street or parking area, upon the private premises of the University, or in or around any residence hall or institutional facility or building is considered unlawful.
- Under no circumstances may any person or organizations sell any type of alcoholic beverages on the campus of Winston-Salem State University.
- Aiding or abetting a person under the age of 21 in purchasing, possessing, or consuming alcoholic beverages is unlawful.

- University-sponsored, off campus affairs, at which alcoholic beverage are served, shall be governed by all applicable local, state and federal laws.
- Drunkenness coupled with disorderly conduct will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws) up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Drug Abuse

- Illegal drugs are prohibited on campus. The University submits that the use of illegal drugs or abuse of legal substances is incompatible with its goals and will make every effort to inform its constituents in order that they may make intelligent decisions regarding drugs. The institution will circulate this policy widely to all students, faculty, staff, and administrators.
- In its program of education, the University will utilize campus and community-based resources and organizations. The Counseling Center will be able to assist members of the University community who seek drug counseling and rehabilitation services. The Health Center staff will make medical determinations and render counseling when appropriate. Also, referrals will be made to off campus professionals as needed.

Unsolicited Calls

WSSU does not permit companies to use University buildings and technology for telemarketing purposes.

Vandalism

Vandalism will not be tolerated at the University. Residents will be held responsible for any damages to their rooms or apartments. Common area damages (hallways, lounges, bathrooms, etc.) will be the responsibility of those residing on that residence hall floor unless responsible individuals are identified.

Damages caused through carelessness will result in billing to cover the cost of damages. This can take the form of fines and/or disciplinary action up to the loss of housing privilege. Please remember that drunkenness will not be considered an excuse for vandalism or any other policy violation. This policy can be applied to either groups or individuals.

Those identified as responsible for careless and malicious acts of vandalism or violation of University regulations may be:

- Billed for damages
- Faced with University judicial action
- Ejected from University housing

Individuals wishing to appeal damage charges should contact the Director of Housing and Residence Life in writing with their concern.

Vending Machines

To request a refund for money lost in a vending machine, please report the loss to the office of Auxiliary Services. Be prepared to give your name, specific machine that took your money, and how much you lost. Please report all vending machines that are out of order to the residence hall staff. Proper care and utilization of these machines is expected.

Vehicle Registration and Parking Regulations

In order to maintain an orderly traffic flow and to assure fair and equal access to parking on Winston-Salem State University campus, all vehicles must be registered with Campus Police office (fees and permits may be collected). Parking on the WSSU campus is “first come-first served” as long as the vehicle occupies an authorized parking space. Freshmen are not permitted to have cars on campus. For additional information on vehicle registration and parking regulations, contact Campus Police at 750-2900.

Visitation Policy for Atkins, Brown, Moore, and Martin-Schexnider Halls

The visitation policy is designed to provide opportunities for personal, social, educational, cultural, and intellectual growth as part of the student development. The policy attempts to provide a social climate, which is acceptable to students, faculty, staff, administrators and other University personnel. It is also designed to provide desired privacy and quiet.

Procedures

- Visitation is cancelled during breaks and holidays.
- The visitation policy may be reconsidered by hall staff if there is epidemic of visitation policy violations.

Guidelines

- Visitation shall be operated on an honor basis in each participating hall.
- All residents must attend the mandatory co-ed visitation policy discussion meeting to be held at the beginning of each academic year before participating in the program.
- Visitation is scheduled and shall be in effect only as follows:

Sunday – Thursday	8:00 AM to 12:00 AM
Friday – Saturday	8:00 AM to 2:00 AM
- Each resident will be limited to two guests. The Residence Hall Director may consider exceptions in special cases.
- The University and/or the hall professional staff reserve the right to cancel, at any time, the policy of co-ed visitation when flagrant and repeated violations occur.
- Student who do not reside in a specific hall are considered visitors and must sign in and out at the main desk of the residence hall.
 - Residents within the building may continue to visit each other outside of the visitation hours but may be asked to return to their room by the hall staff.
- Residents may continue to visit in the designated common areas of the building after co-ed visitation hours. Loitering in the corridors, stairwells, laundry facility, study rooms, lounge and lobby are strictly prohibited.
 - Designated Areas Include

- Martin-Schexnider main lobby
 - Brown Hall 3rd floor main lounge
 - Atkins computer lab/lounge
 - Moore main lobby lounge
- Each participating resident must sign guests in and out of the residence hall. Current (valid) picture identification is required. The registration must include the name of the guest(s), name of the host and room being visited.
 - Each guest shall enter and leave by the front door of the residence hall being visited.
 - When in the residence hall, all guests must be accompanied by the host. For the safety of our residents, this policy will be enforced for same sex visitors.
 - At least one restroom in each residence hall will be designated for guests.
 - The host is responsible for the actions of the guest(s) except in situations determined to be beyond their control.
 - The presence of the guest(s) should not result in the unreasonable inconvenience or annoyance to roommates or other residents.
 - All persons shall be properly dressed during visitation hours. Shirt and shoes are required.
 - Any infraction of the rules and regulations may result in revocation of housing privileges may warrant reassignment or result in judicial action.
 - Minors (under the age of 18) who have a photo ID must complete a visitor's card upon their arrival. Those under the age of 18 or who do not have a photo ID must file a visitor's card at least 72 hours before their visit. Emergency information will be gathered on this card. The University must have on file the signature of a parent or guardian in order for the minor to visit the facility. Exceptions may be made at the discretion of the Residence Hall Director.

Penalty Assessments

- All violators of the above policies will be referred to the Department of Residence Life.

Opposite Sex Visitors

- Residents who live in a traditional first-year, co-ed building (Brown, MSX, and Moore) can move freely throughout that building between 8 AM – 8 PM.
- Between 8 PM - 12 PM, residents who live in a traditional first-year, co-ed building (Brown, MSX, and Moore) can be on opposite gender floors as long as they are escorted by a resident of that floor.
- After 12 PM co-ed visitation in the residential portion of the building ceases until 8 AM the next morning. This applies to non-residents as well as residents of co-ed buildings. There is 24 hour co-ed visitation in the front lobby/common space of each of the first year building.

Visitors of the Same Sex

- Overnight visitors are discouraged during weekday nights and prohibited during the last week of each semester when final examinations are being given. The maximum length of any visit is two consecutive nights with extensions granted only by the Hall Director. Guests must check-in with the staff member at the front desk upon arrival and checkout at departure.
- SPECIAL NOTE: All University policies and procedures govern all guests while visiting. Residents are responsible for their guest(s). If a non-resident does not comply with the request to leave,

Campus Police will be called to remove the individual. Non-registered individuals found in the residence hall will be subject to charges of trespassing. Residents who do not adhere to visitation policies will be subject to disciplinary actions. (See [Student Rights, Responsibilities, & Conduct at WSSU](#).) During the mid-term and final examination periods, visitation will be restricted to the lobby areas only.

Visitation for GHT, FDH, Rams, and Wilson Halls

Winston-Salem State University will permit 24-hour co-ed visitation in all upper-class residence halls. No student shall have a visitor remain for more than three consecutive days or for more than ten days total for any consecutive 30-day period. Any student found to be cohabitating in any on-campus residence, with anyone other than his/her designated roommate(s) longer than the stated guidelines will be subject to student conduct sanctions, including but not be limited to revocation of on-campus housing privileges. While filling out roommate agreements students are highly encouraged to establish personal guidelines to encourage their academic success.

Violations of Visitation Policy

- A. Students who violate the in-room visitation policy will be subject to disciplinary action which may result in the loss of visitation or guests being banned from the residence hall. All residents will need to escort their guests at all times and will be responsible for the behavior and actions of his/her guest(s).
- B. In cases where the guest is not a Winston-Salem State University student, a violation of any provision of the policy will result in a “one strike you are out” rule. That is, once any provision of the policy and/or University rule or regulation is violated, the individual is banned from future visitation in “any and all” residence halls. Should the individual be found in a residence hall, he or she could be charged with criminal trespassing. The resident who receives such an individual is subject to the above-mentioned sanctions. Students alleged to have violated the in-room visitation program will be adjudicated through the Residence Hall Director.
- C. Finally, if the Director of Housing and Residence Life determines at any point during the semester that the program is making poor progress in achieving its goal, or that the persons or individuals of the opposite sex works against the well-being and/or safety of resident students, the in-room visitation program will cease immediately.

Weights

The University does not permit weighted equipment (commercial or handmade) within the residents’ rooms.

Windows

Students are not allowed to hold conversations or conduct any transactions from their room windows or from any window within a residence hall. The resident must remove displays in windows which are deemed inappropriate by the staff. Throwing objects from any window and hanging out of any window in the residence hall is not allowed. Screens are not permitted to be removed at any time from the windows. Removal of screens can result in disciplinary action fines/fees. Windows are never to be used as a way to enter a room or pass items into a room; this type of behavior will result in disciplinary action and possible housing move.

Fines and Charges

Items	Fines or Restitution
Excessive cleaning fee (per room excluding kitchen, includes graffiti removal)	\$150
Carpet cleaning	\$100
Clean microwave	\$50
Clean refrigerator	\$100
Clean stove	\$75
Clean entire kitchen/kitchenette	\$225
Failed room inspection (cleanliness)	\$50
Visitation violation	Referral to Student Conduct
Improper checkout	\$50
Improper room change (moved without informing anyone)	\$150
Cleaning public area (community charge)	\$10
Replace floor tiles	\$25
Graffiti (public space)	Financial restitution and 250 minimum to be divided up between residents of an area (or to student(s) responsible*)
Re-hang screen	\$50-150 * depending on hall
Trash fines (left in area unattributed)	\$25/bag
Trash fines (left in area attributed to a student)	
1st offense	\$25/bag
2nd offense	\$25/bag *
Repair hole in drywall	Cost of repair and labor

Discharge individual	\$500*
Extinguisher removed	\$500 & cost of replacement (if needed)
Pulled fire alarm (individual)	\$500 + immediate eviction*
Pulled fire alarm (after first pull unattributed)	After repeated offenses \$15/student
Unauthorized exit through emergency door	\$75*
Replace fire exit sign (individual attributed)	\$200*
Replace fire exit sign (not attributed)	\$10/person
Propping exterior door	\$150*
Safety violations (including covering the room smoke detector and hanging/throwing things out of room windows)	
1st offense	\$250 per occupant and residential probation*
2nd offense	Eviction*
Failure to vacate during a fire alarm within 3 minutes	\$100
Complete failure to vacate during a fire alarm	\$250
First lock out (has key)	No charge
Second lock out (has key)	\$10
Each consecutive lock out	\$20
Lost/stolen key (Atkins, Brown, Moore, Wilson)	\$100
Lost/stolen key (GHT, FDH, RAMs, MSX)	\$250
Key dropped in elevator shaft	\$100
Failure to return key (Atkins, Brown, Moore, Wilson)	\$100
Failure to return key (GHT, FDH, Rams, MSX)	\$250

Theft of University/community property	Cost of item and judicial*
Misuse of key/ID by other than assigned	Replacement cost of lock and judicial
Damage to public areas/University property	Cost of replacement or repair and labor/resident
Entering prohibited spaces	\$100
Unauthorized use of space	\$50
Replace armchair	Cost of replacement or repair & labor/resident
Replace bathroom faucet	Cost of replacement or repair & labor/resident
Replace bathroom lighting feature	Cost of replacement or repair & labor/resident
Replace bathroom mirror	Cost of replacement or repair & labor/resident
Replace medicine cabinet	Cost of replacement or repair & labor/resident
Replace bed frame	Cost of replacement or repair & labor/resident
Replace stove drip pans	Cost of replacement or repair & labor/resident
Replace cabinet door	Cost of replacement or repair & labor/resident
Replace closet shelving	Cost of replacement or repair & labor/resident
Replace closet doors	Cost of replacement or repair & labor/resident
Replace toilet	Cost of replacement or repair & labor/resident
Replace toilet seat	Cost of replacement or repair & labor/resident
Replace desk drawer	Cost of replacement or repair & labor/resident
Replace damaged door locks	Cost of replacement or repair & labor/resident
Replace entrance door	Cost of replacement or repair & labor/resident
Replace glass light fixture	Cost of replacement or repair & labor/resident

Replace dining table	Cost of replacement or repair & labor/resident
Replace dining room chair	Cost of replacement or repair & labor/resident
Replace coffee table	Cost of replacement or repair & labor/resident
Replace microwave	Cost of replacement or repair & labor/resident
Replace kitchen faucet	Cost of replacement or repair & labor/resident
Replace peep holes	Cost of replacement or repair & labor/resident
Replace unlocking door handle	Cost of replacement or repair & labor/resident
Replace room door	Cost of replacement or repair & labor/resident
Replace shower curtain rod	Cost of replacement or repair & labor/resident
Replace shower head	Cost of replacement or repair & labor/resident
Replace sliding closet door	Cost of replacement or repair & labor/resident
Replace large mini blinds	Cost of replacement or repair & labor/resident
Replace small mini blinds	Cost of replacement or repair & labor/resident
Replace smoke detector	Cost of replacement or repair & labor/resident
Replace entertainment center	Cost of replacement or repair & labor/resident
Replace sofa	Cost of replacement or repair & labor/resident
Replace sprinkler head	Cost of replacement or repair & labor/resident
Replace switch plate/outlet	Cost of replacement or repair & labor/resident
Replace thermostat	Cost of replacement or repair & labor/resident
Replace window lock	Cost of replacement or repair & labor/resident
Replace window pane	Cost of replacement or repair & labor/resident

Replace window screens	Cost of replacement or repair & labor/resident
Replace desk drawer	Cost of replacement or repair & labor/resident
Replace desk chair	Cost of replacement or repair & labor/resident
Replace towel bars	Cost of replacement or repair & labor/resident
Replace toilet paper holder	Cost of replacement or repair & labor/resident
Replace community toilet paper holder	Cost of replacement or repair & labor/resident
Repair dishwasher	Cost of replacement or repair & labor/resident
Repair cable/IT box	Cost of replacement or repair & labor/resident
Replace mattress	Cost of replacement or repair & labor/resident
Repaint one wall (per surface)	\$100

* indicates potential student conduct referral if person/persons are determined responsible