# 2024-2025
# Residential

**INAPPROPIATE BEHAVIOR** ..... **30**

**BABYSITTING** ..... **30**

**ROOM CHANGES** ..... **30**

**SPECIAL ACCOMMODATIONS** ..... **30**

**PREGNANCY POLICY** ..... **30**

**ILLNESS AND INJURY** ..... **30-31**

**SEVERE WEATHER** ..... **31**

**PERSONAL PROPERTY/PERSONAL** ..... **31**

**ADHESIVES** ..... **31**

**ADVERTISING** ..... **32**

**PARKING** ..... **32**

**VACATION PERIODS** ..... **32**

**ROOM** ..... **32**

**PETS** ..... **33**

**PROPPED DOORS** ..... **33**

**APPLIANCES/ POWER SOURCES** ..... **33**

**TIPS FOR PERSONAL** ..... **34**

**THE** ..... **34**

**VANDALISM/DAMAGE CHARGES** ..... **35-36**

**ROOMMATE BILL OF RIGHTS** ..... **37**

**ROOMMATE** ..... **38-39**

**HOUSING CONTRACT** .....

# *IMPORTANT PHONE NUMBERS*

**Residential Life Director 803-535-5301**

**Assistant Director of Residential Life Services 803-535-5651**

**Administrative Assistant to Residential Life 803-535-5330**

**Asbury Hall 803-535-5300**

**Claflin Commons 803-535-5680**

**Corson Hall 803-535-5655**

**Dunton Hall 803-535-5325**

**High Rise 803-535-5315**

**Kleist Hall 803-535-5595**

**SRC East 803-535-5615**

**SRC North 803-535-5613**

**SRC West 803-535-5612**

**SRC South 803-535-5614**

**Security Booth 803-535-5444 (front gate) 803-535-5100 (back gate)**

**Student Health Center 803-535-5328**

**Student Account 803-535-5415**

**Cashiers 803-535-5602**

**Financial Aid 803-535-5334**

**Food Services 803-535-5261**

**Information Technology 803-535-5441/5767**

***CLAFLIN VISION***

# WHO IN RESIDENTIAL LIFE

**Graduate Assistant**

role is to interact with residents in creating a positive community building and individual learning by developing programs that offer residents a variety of opportunities to enhance their academic and personal experiences. In addition to program requirements, Graduate Assistants have on-call, general counseling, and mediation responsibilities, administrative and facilities duties and responsibility for maintaining community standards. While directly supervised by the Resident Manager, Graduate Assistants works collaboratively with other Graduate Assistants, program staff and service staff. However, at times this individual functions autonomously and with significant decision-making authority.

**Student Manager**

This position is designed for 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**

Resident Assistants at Claflin University have many different roles. They are peer counselors, community builders, academic resource people, programmers, and administrators. Resident Assistants spend a significant amount of time getting to know their residents as individuals and generating enthusiasm as they bring students together to create floor and hall communities.

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 positions within the Council such as President, Vice- President, Secretary, Treasurer, and Chaplain will help to build and strengthen student leaders on campus. We hope this will also increase retention for the University, the residence halls, and provide excellent educational opportunities for our students. 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 August-Wellness Month, Homecoming, Alcohol Awareness Week, and Open House.

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.

**Objectives of Residential 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

Alcohol

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*

The Department of Residential Life, Student Activities, and Student Life believes that a dynamic, supportive living and learning environment is central to the academic success and overall well-being of our students. As educators and advisors, our charge is to engage students in the process of building a healthy, respectful and inclusive community.

187 pgd(es)-29(buildings)]TJE2792 reW*BT/F1 12 Tf1 0 0 1 612.792 reW*nBT/F1 12 Tf1 0 0 1 235.37 684.
(pro)-6(c)4(e)4(ss )-91(o)-9(f )-86(buil)-3(d0.8e30 47 floor)]TJE0g0.00000912 0 612 792 reW*nBT/F1 12 Tf1 0 0 1 235.37 684.
7928EW*n4(o>244F4444495>44F44C>3451gT(3>

# *Housing Guidelines*

**CONTRACT**

All residents 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. A copy of the contract is provided on pages 40-42.

I. **Period of Agreement**

This agreement is binding for the entire 2023-2024 academic year except when the student (a) completes graduation requirements mid-year or (b) enters into the agreement at the beginning of the second semester. This agreement cannot be cancelled by the Resident except as provided below. During the academic year, periods of permitted occupancy are as follows:

***Academic Term*** *Occupancy*: Occupancy of the assigned room is limited to the current academic term in session, commencing with the dates published by Residential Life for either returning students (August 13,14 2024) or new students (August 10, 2024) move-in for Fall term 2024

***Room Changes*:** Room changes will not be considered as an effective form of conflict resolution and students will be expected to go through mediation when conflicts arise. Room changes are not a matter of right and the Resident will not be permitted to move from their assigned room without the permission of the Department of Residential Life.

***Loss, Damage and/or Injury*:** The University does not carry insurance covering personal property. Therefore,
cover their personal property. The University **will not** reimburse students for damage due to student negligence.

II. **Compliance**

It is the responsibility of the resident to observe recognized standards of conduct that permit

university policies, procedures, rules and regulations, in each case subject to any applicable procedural requirements set forth by the University. Residents are expected to comply with reasonable requests for entry.

**Windows and Screens:** For reasons of health, safety, and maintenance, **screens may not be removed from windows**. In addition, decorations or personal items may not be hung outside a window or be placed on windowsills or ledges. Throwing objects out of windows is strictly prohibited.

**Permission to Disclose Information**:

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 common areas. 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. 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 personal display. The residents of the room will be charged for any damages caused to the paint on the doors.

**DISABILITIES SERVICES**

In compliance 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 897 Goff Avenue, 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



utmost

**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 automatically assessed a $150.00 charge. This incident will be turned over to the Executive Director of Residential Life**

**Fire Life Safety Education**
Residential 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 following information below, addresses 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 for evacuation 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

and disciplinary action.
The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge



discharge

**Tapestries and other combustible materials** (paneling, combustible fabrics, etc.) may not be used to decorate rooms. Fiberglass or other fire-resistant hangings are acceptable if hung from picture molding. No items may be affixed to, installed in,

**VANDALISM / DAMAGES**

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.

Upon noticing a maintenance concern in a room/suite, it is the responsibility of the resident(s)

facilities for guests, located near lobby areas, are to be used by opposite gender visitors.

Residents are responsible for the behavior of their guests.

Parents, siblings, children/relatives of residents, and other visitors of residents are required to leave at the established hour of departure from the residence hall and will not be permitted to spend the night in the residence halls.

***Acts constituting violations of the visitation procedures shall include, but are not limited to:***

- Allowing a guest in a residence hall room at any time prior to or after official visitation hours.
- Allowing a guest who presented false identification into a residence hall room.
- Allowing overnight visits of guests.
- Signing in as a guest for another student resident.
- Failing to check-in or check out guests.
- Allowing guests to use unauthorized restrooms.
- Assisting guests to gain improper entry into a residence hall or room.

**<u>Student Agreements</u>**

All room/suitemates must agree whether guests will be allowed in an assigned room or living area during visitation hours.

***Residents have the following rights in connection with visitation:***

- Residents enjoy the assigned residence hall room. This takes precedence over the right of another roommate to entertain guests.
- Refuse the consent of guests in the room and/or common living areas during visitation hours when the visit interferes with his/her privacy, study, or sleep.
- 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 residence hall room. Failure to do so may result in disciplinary actions for the guest as well as

**Inappropriate Behavior**

Inappropriate behavior will not be tolerated. Examples include and are not limited to sexual contact, parties, loud music**,** profanity, horseplay, alcohol and drug usage.

Cohabitation exists when a person who is **NOT** assigned to a particular residence hall room uses that room as if he/she were living there. Cohabitation is not permitted.

**Claflin University allows students to have limited co-educational visitation in the residence halls. Residents found abusing or in violation of the policy will lose visitation privileges for the remainder of the semester and will be charged a fee of $75 for the reinstatement of visitation privileges in the following semester. The resident will forfeit eligibility for co-ed visitation if found in violation more than once.**

**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 lobby/front desk.

**ROOM CHANGES**

Room changes will not be considered as an effective form of conflict resolution and students will be expected to go through mediation when conflicts arise. Room changes are not a matter of right and the Resident will not be permitted to move from their assigned room without the permission of the Department of Residential Life.

Room changes are dependent upon the availability of space. 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 asked to submit their individual needs in writing along with professional documentation of their disability or medical condition (including pregnancy) to the Department of Counseling, located at 897 Goff Avenue. The Residential Life 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.

**PREGNANCY POLICY**

limited to single student housing and are unable to accommodate children in our residence. If a student wishes to find suitable housing off campus, she should contact the Residential Life Office, located in the old Campus Center, (803) 535-5330. Students may contact the Student Health Center to discuss plans for prenatal care, arrangements for labor and delivery, and transportation to the hospital if they wish to do so.

## ILLNESS AND INJURY

If you are sick or hurt and need help, contact any residence hall staff member. The staff members will contact EMS for assistance if necessary. Call University Police (x5444) if none of the residence hall staff is immediately available. If transportation to the hospital is required, the University Public Safety will call for an ambulance. **Ambulance transportation will be at the student's expense.**

## SEVERE WEATHER

Local radio and television stations announce tornado watches and severe weather conditions are

**PETS**

an ESA. Claflin University

# *TIPS FOR PERSONAL SAFETY*

Evening travel  Never walk alone on campus after dark.  Always walk in groups.
Suspicious persons  Report suspicious

# *Vandalism/Damage Charges*

****Damage/Cleaning/Replacement Costs**

The prices listed below are only estimates for cleaning, repairing, or replacing propertyu2]TJET1Q20.00000912 0 612 792 ror fW*nB/F1 lW*itW*ies. A eW*nBT4F1 12  64BT nBT/F1 or rBT1

| | |
|---|---|
| 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 |
| ÅIJĠċŘIнőŸüIJŧнŘŰнƽċüüŧнƨĠнqŸнNнЬнŤŘċůIJqIJI | $45.00 each |
| ÅIJĠċŘIнőŸüIJŧнŘŰнƽċüüŧнüċIƊIJIнqőċŰнNкнŤŘċůIJqIJI | $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 | |

# *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, Music, 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:

when possible, in accordance with preferences that the student requests. No specific assignment based on

# *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,BT/F1 12 Tf1 0 0 1 111.38 675.7 Tm0 g0 G[prima)3(ry)]TJETt1TJ- -0.0467 Tc[REFERR