

# Guide to Residential Living

## Department of Housing and Residence Life



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### **Building Numbers**

Harris Hall	910.672.1415
Hood Hall	910.672.2336
Lloyd V. Hackley Honors Hall	910.672.1968
Joyner Hall	910.672.2412
Willis B. McLeod Hall	910.672.1502
New Residence Hall	910.672.1501
Renaissance Hall	910.672.1291
University Place Apartments	910.672.2878

### **Welcome Broncos!**

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Greetings on behalf of the Fayetteville State University Department of Housing and Residence Life,

We would like to take this opportunity to thank you for your decision to incorporate student housing as a part of your University experience. Our staff is committed in its belief that the on-campus living-learning setting enhances the collegiate experience.

You are enrolled at Fayetteville State University at an exciting time. As you settle into college life, many changes will be taking place at the University and in your life. As an on-campus student, you will have the opportunity to experience situations that are both new as well as challenging. We hope that you take these new challenges and make the best out of them taking advantage of everything that our campus has to offer.

As a student at the University, the vast majority of your life will center around campus living as you maximize upon the experience to live on campus. While you are here, you will learn from a professional, trained staff while enjoying the beauty of our historic campus. As an on-campus resident, you must make some important decisions regarding your life-style. This Guide to Residential living will provide you with a lot of information that will make it easier for you to make you own personal lifestyle choices as it relates to your success as a college student. Your decision to live on campus will prove to be an exciting one as you take advantage of the programs and resources that are provided to those who live in our Residence Halls.

On campus living can improve your performance in the classroom as you have direct access to those individual within your learning community. Also, your learning outside the classroom will be enhanced by the individuals you meet every day that make networking easy.

If along the way you have questions about the Department of Housing and Residence Life or about Fayetteville State University, please do not hesitate to talk with a member from our team who will be happy to offer any assistance that we can.

Good luck to you as you enter the next level of campus living where we seek to make your stay on campus just like a dwelling at home. We hope this is the start of a great educational experience.

Fayetteville State University, where we are “proud to be.”

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### **FSU Mission and Scope**

Fayetteville State University is a constituent institution of the University of North Carolina and the second-oldest public institution of higher education in the state. Founded in 1867 as the Howard School for the education of African Americans, today FSU serves a growing student body of over 6,300 and ranks among the nation’s most diverse campus communities.

New undergraduate degree programs have been established, including undergraduate degrees in biotechnology, communications, forensic science, management information systems, English with a concentration in Pre-Law and generic nursing. In addition, there are new graduate programs that offer a master of arts in teaching and a master of science in criminal justice. Altogether FSU boasts approx. 43 undergraduate programs, 23 master's degree programs, and one doctoral program in educational leadership. These programs vary in areas of the arts and sciences, business and economics, and education.

The classroom settings at FSU are fitting for students who desire the benefits of personal attention from their professors. With a low faculty-to-student ratio of 1 to 19, FSU faculty prioritizes educating students and preparing them for their future careers. In fact, FSU affords freshmen the opportunity to participate in the Freshman Year Initiative, a national award-winning program that helps freshmen make a smooth transition from high school to university life. One measurement of FSU's student-centered focus is the university's high scores on the National Survey of Student Engagement.

The university consistently ranks among the nation's top producers of African American baccalaureate and master's graduates. FSU ranks particularly high in the state and the country in producing African American and other minority graduates in disciplines like mathematics, psychology, computer science, education, social sciences and history.

FSU is also a growing presence in the CIAA Conference. FSU has brought home a multitude of championships in football, basketball, golf, volleyball, tennis, bowling, and softball, which also include the 2007 championship titles for the women's tennis team and the men's golf team. The university's men's and women's athletic teams continue to uphold the bronco tradition of excellence in NCAA Division II sports. Even more, FSU scholar-athletes proudly excel in academics as well. In many cases, when athletes complete their studies at FSU, they advance their careers into the ranks of professional sports.

With a growing and diverse student body, a wide variety of undergraduate and graduate degree programs, an attractive campus with state-of-the-art facilities, and a nurturing faculty, FSU offers all of the advantages of a large university while maintaining the atmosphere of a closely-knit liberal arts campus.

### **FSU Statement of Vision and Mission**

Fayetteville State University (FSU) is a public comprehensive regional university that promotes the educational, social, cultural, and economic transformation of southeastern North Carolina and beyond. The primary mission of FSU is to provide students with the highest quality learning experiences that will produce global citizens and leaders as change agents for shaping the future of the State. Awarding degrees at the baccalaureate and master's levels, and the doctorate in educational leadership, FSU offers programs in teacher education, the arts and sciences, health professions, business and economics, and unique and emerging fields. FSU is an institution of opportunity and diversity. Committed to excellence in teaching, research, scholarship, and service, the university extends its services and programs to the community, including the military, and other educational institutions throughout North Carolina, the nation, and the world.

### **FSU Vision Statement**

"Fayetteville State University is a leading institution of opportunity and diversity committed to developing learned and responsible global citizens."

### **FSU Core Identity Statement**

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Fayetteville State University is a historically black university founded in 1867 as the Howard School by seven black men for the purpose of educating black children. FSU has a tradition of excellence in teacher education and is the second oldest state supported school in North Carolina. The student body, faculty, and staff today rank among the nation's most diverse campus communities. With program expansion, the university has strong undergraduate and graduate programs in teacher education, the arts and sciences, health professions, business and economics, and is developing programs in unique and emerging fields. FSU has a tradition of collaboration with the Fayetteville/Fort Bragg-Pope Air Force Base community, and renders services throughout southeastern North Carolina. FSU has a tradition of an affordable education and of preparing students to be life-long learners, to be responsible citizens, and to render selfless service to mankind.

### **FSU Core Values**

- **Student Success and the Pursuit of Excellence**

We believe in student success and the obligation of the university to provide the highest quality learning experiences and academic programs to facilitate student success, intellectual and cultural growth, excellence in scholarship, leadership, and ethical standards.

- **Shared Governance**  
We believe in shared governance, fiscal responsibility, a commitment to life-long learning, and professional development for faculty, staff, and students.
- **Global Responsibility**  
We believe in respect for diversity, global responsibility, conservation of natural resources, and a commitment to sustainability.
- **Collaboration**  
We believe in outreach, partnerships with educational institutions, engagement with the military and the community, economic transformation of the state, and service to others.

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## **Department of Housing and Residence Life Overview**

The Department of Housing and Residential Life seeks to create a safe, supportive and inclusive living-learning community that fosters the academic success and personal growth of each resident student through purposeful programs and services that complement the educational experience at FSU. We are committed to designing and maintaining not only a caring environment but also one that encourages responsibility to each and every student as we birth leaders.

The Department of Housing and Residence life recognizes that our greatest contribution to your education is involving you in the development and implementation of these services. We expect you as students to engage with university life. We are committed to the ideals mission statement of our university, and we strive throughout the year to integrate the meaning of this statement into all our community has to offer. We anticipate that each resident who stays on this campus will do the same, thus creating and maintaining a learning-centered community filled with respect for one another, hope for our future, and of course a little fun

The residence halls should create an environment in which our students can feel safe and secure. Moreover, it is an environment that is conducive not only to study but also activities that meet the core requirements as proposed by FSU.

### **Philosophy of Residence Life**

The Student Development Approach serves as a guide for the housing and residence life program at FSU. The philosophy of our residence halls is educational. The learning environments support the educational mission of the institution. The Department of Housing and Residence Life is committed to providing residents with a well-rounded experience through non-classroom learning experiences. Therefore, the housing and residential setting can and does play a significant role in the development of the "whole" student. These are the elements that contribute to a positive educational environment. This student development approach is characterized by the following:

1. Acceptance of the belief that individuals develop in stages that are sequential, cumulative, increasingly complex, and qualitatively different.
2. Acceptance of the student as the principal agent for change.
3. A belief that the role of the hall staff is to assist students in accomplishing goals that they have set for themselves.
4. Recognition that one must consider the development of the whole individual, intellectually, physically, emotionally, and spiritually.

### **Department of Housing and Residence Life Mission Statement**

The Department of Housing and Residence Life works diligently to provide a comfortable and safe environment structured to enhance the academic climate at FSU. We are dedicated to integrating education and out of class learning, while providing opportunities for leadership, citizenship and campus involvement.

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## **Housing and Residence Life Department Structure**

### **Director of Housing and Residence Life**

The Director of Housing and Residence Life reports to the Assistant Vice Chancellor for Student Affairs and is the principle communicator with other department heads within the Division of Student Affairs, as well as the university community. The Director is the chief administrative officer of the department and consequently is responsible for the total operation of the housing and residence hall system. Additionally, the Director is responsible for the policy making function of the residence hall system.

### **Associate Director of Housing and Residence Life**

The Associate Director of Housing and Residence Life reports directly to the Director of Housing and Residence Life and is responsible for implementing and maintaining the Residence Life program. The Associate Director oversees all residence halls and assumes the role of Director when that person is away from the office. In addition, he/she oversees professional staff training and development, Resident Assistant recruitment and selection, Resident Assistant training and development and in-services; and spearheading any major Residence Life new initiatives. The Associate Director of Housing and Residence Life works closely with various offices within the Student Affairs division as well as the University to promote the housing and residence life program.

### **Assistant Director of Housing Assignments and Contracts**

The Assistant Director for Housing Assignments and Contracts reports to the Director of Housing and Residence Life and is the Senior Management Team member in a housing system of 1600 students; he/she is directly responsible for the development and implementation of a comprehensive assessment plan for Housing and Residence Life. The Assistant Director for Housing Assignments and Contracts also directly supervises the Conference Service Coordinator and Marketing and Design Coordinator. His/her major responsibilities include (but are not limited to): preparing housing assignments for new and returning students; coordinating building ID access; organizing and implementing the semester room change period; marketing the housing process to new and returning students; billing student accounts, overseeing the budget and creating occupancy reports for University personnel. The Assistant Director for Housing Assignments and Contracts collaborates with the Associate Director of Housing and Residence Life on various projects and as new office initiatives arise.

### **Conference Services Coordinator**

The Conference Services Coordinator is responsible for the overall management of summer conferences and guest housing including the development of a comprehensive business and strategic plan for all summer operations, the implementation of a customer service focused approach to logistic planning and coordination of campus services at the university level.

### **Marketing and Graphics Coordinator**

The Marketing and Graphics Coordinator creates the visual graphic design for print and digital media and coordinator new media and networking community websites and utilize technology to interact and communicate with students. This position will enable the university community to meet students where they are in the virtual world using social media technology.

### **Facilities Maintenance Coordinator and Housekeeping Supervisor**

The Facilities Maintenance Coordinator and Housekeeping Supervisor supervises members of the facilities staff. He handles facility renovation projects and upgrades and manages facility and furniture procurement. In addition, the person in this position is responsible for staff keys and building key audits. Coordinates the emergency protocols for the Department of Housing and Residence Life and provides training on safety procedures to all staff. This also includes labeling and signage for all common and office related spaces within the residence halls. Also coordinates accommodations for students with accessibility and associated needs for living on campus. Finally, for live-in staff, they are in charge of staff spaces. Maintains apartment inventories, assists with staff apartment work requests, records damages, and maintains professional staff master keys.

### **Resident Director**

The Resident Director directly supervises Assistant Resident Directors, all undergraduate student staff, by developing programs and educational interventions, managing occupancy and fiscal resources, adjudicating policy violation hearings, and assisting in counseling residents with academic or social problems. Resident Directors also provide referrals to different collaterals within the Department of Housing and Residence Life.

### **Assistant Resident Directors**

In partnership with the Resident Director, the ARD assumes responsibility for the residence hall. The ARD assist by indirectly supervising the Resident Assistants and assist with program implementation and policy enforcement. The ARD also assists in counseling residents with academic or social problems.

### **Resident Assistant (RA)**

Your RA is a full-time student whose part-time job is to assist you, the resident. Your RA has many diverse responsibilities, all of which are related to the job of helping you. You can expect your RA to

- be available for general consultation most evenings;
- be able to direct you to the appropriate FSU office for answers to your questions;
- work at the hall desk several hours each week;
- advise you on matters of state and FSU regulations;

- ask for your help in making life on the floor enjoyable and productive;
- be available on a personal basis for “just talking” about how you’re doing;
- challenge you to step outside of your comfort zone and to be inclusive of people with different backgrounds.
- advise your floor about organizing social events;

Having lived in the hall for at least a full year, your RA knows what it takes to make the most of hall living. Your mutual regard for one another’s ideas and feelings will help you and those on your floor to have fun and to develop a healthy living-learning area.

Additionally, each Resident Assistant is responsible for administrative duties assigned by the Assistant Resident Director or Resident Director, the enforcement of FSU and hall policies, and the execution of community programs for their floor or section.

While your RA is there to serve you, please remember that she or he also needs some private time!

## **Residence Life – Hall Overview**

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The Department of Housing and Residence Life employs over 70 professionals who work diligently to maintain a safe and conducive environment to all of our residents. Each building consists of a Resident Director, Assistant Resident Director, and Resident Assistants.

Assistant Resident Directors are employees, whom have been selected to assist Resident Directors with various tasks related to maintaining a community atmosphere within the hall.

Resident Assistants are undergraduate students who have been specially selected and trained to assist professional staff with building community within the halls. Our staff provides information, guidance, direction, programs, and services for residents. Their role is to foster an environment which supports learning, involvement, academic success, and personal development. Residents may call the front desk of their facility to obtain information and assistance in resolving problems with roommate or neighbor disputes, maintenance problems, or any other housing or residential issues.

### **Your Floor**

It’s a neighborhood of unique individuals who are living together sharing ideas and feelings with each other, and working together in planning floor programs and projects. Each floor is a community, and, like any other community, it will run more smoothly if members cooperate with each other on matters that affect daily life.

You will soon get to know the people who live on your floor. Floor communities provide opportunities for you to get to know other students comfortably, to socialize together, to help each other with academics, and to develop greater interpersonal skills.

### **Roommate/suitemates**

Being a roommate and having a roommate are exciting challenges with unlimited potential. You and your roommate(s) may build a lifelong friendship, or maybe you’ll just work together to build a mutually satisfying living arrangement in which you can learn more about yourself and the ways that you relate to others.

Of all the new people you come in contact with at the university, your roommate(s) will be “geographically” closest to you. You’ll start off by getting to know each other, and may find yourself doing a great deal of sharing. Feel free to talk with your roommate(s) about your ideas, feelings, sense of direction (or confusion), family background, and the whole idea of sharing -- from sharing clean-up duties in the room to sharing newfound friends.

The best way to work things out with your roommate(s) is to be clear about what you want and to work at the fine art of compromise. When you talk with your roommate(s) -- and don’t ever stop doing that even when things aren’t going just the way you’d like them to -- be specific. Do you want your roommate(s) to use your DVDs only when you’re present? What does “private time” mean to each of you? Being specific about your needs or wishes with your roommate(s) will make life easier in the long run. Of course, you will have to remember that things can’t always go your way. “I want” will sometimes have to give way to “let’s compromise.”

### **Freshman Communities**

Freshmen communities are Harris, Hood, Joyner, and Smith Halls. These residence halls are located on the West side of campus.

### **Harris Hall**

Harris Hall, a residence hall nestled on top of a hill on the west side of campus beside Bryant Hall, has modern amenities that include a spacious lounge for social interaction and entertainment and a computer lab for residents to use for studying and research. Harris Hall accommodates up to 86 residents who reside in this three-story, traditional-style residential facility.

Harris Hall students share a courtyard with the residents of Bryant Hall and have easy access to the J.W. Seabrook Auditorium in which cultural arts, performances, plays, or the Chancellor's Speaker Series are often held. Harris Hall residents also enjoy close up views of the Homecoming Parade due to its convenient location right across the street from FSU's Bronco Square Plaza

### **Hood Hall**

Hood Hall, named after Bishop James Walker Hood, is located in the center of campus. Students residing in Hood Hall enjoy a computer lab and a spacious front lobby conducive to fostering long-lasting relationships with other residential students. This two-story traditional-style residence hall accommodates up to 68 residents in double-occupancy rooms, with community bathrooms that serve each floor.

Hood Hall students enjoy being in close proximity to many academic buildings, the Rudolph Jones Student Center, and the FSU Police Station.

### **Joyner Hall**

Joyner Hall is a historical brick residence hall with white trim that has been recently renovated and modernized with new furniture and plasma television in the lobby, drop ceilings, vibrant coats of wall paint, and a quiet room in which students can lounge, study, or play games. Joyner Hall can accommodate up to 98 students with large double occupancy rooms on three different floors of this enclosed residence hall.

Joyner Hall is located on the west side of campus close to the student center, the Lyon's Science Building and the Spaulding Infirmary Building. This residence hall is also within close walking distance to the Seabrook Auditorium, the Bronco Square Plaza, and is located just across the street from Fayetteville State University's main campus. Joyner hall has a spacious and grassy courtyard with benches for students to enjoy the shaded areas in the spring and summer.

### **Smith Hall**

Smith Hall is a historical yet modern residence hall that provides a community that welcomes a close, supported and fun living experience. This two-story traditional style residence hall accommodates up to 65 residents, perfect for new, first-year students to make connections with other freshman who are just embarking on their college career. Smith Hall offers double-occupancy rooms, with community bathrooms that serve each floor. Located right next to the Spaulding Infirmary and the Seabrook Auditorium, Smith Hall residents have ease of access to the Bronco Square Plaza. If you're looking for an affordable, fun, and intimate environment, Smith Hall is the perfect residence hall for you!

### **Upperclassmen Communities**

Upperclassmen communities are Bryant (located on West Campus), New Residence, Renaissance, Lloyd V. Hackley Honors, Willis B. McLeod Hall, and University Place Apartments. These residence halls are located on the East side of campus.

### **Bryant Hall**

Bryant Hall, located on the west side of campus, is a traditional style building with large standard single or double occupancy rooms and full community restrooms on each floor. This residence hall has three floors with a north and south wing that is connected by an outside breezeway.

Bryant Hall has a large lobby with modern furniture, a pool table, a flat screen television, and several vending machines. A mini fitness room is located right next to the lobby and is open to Bryant Hall residents only from morning to midnight with its own flat screen television for students to enjoy as they are working out.

When residents walk outside of their hall they have the option of relaxing around the Bronco water fountain sitting area or lounging on picnic tables in the grassy and spacious fenced courtyard in the front of Bryant hall. Residents at Bryant Hall have ample space to relax, study, workout and enjoy the college atmosphere whether they are on the inside or outside.

### **New Residence Hall**

New Residence Hall is a three-story residence hall located on the east side of campus. The hall can accommodate up to 186 residents in suite style living arrangements. Each suite contains four double occupancy bedrooms, two full bathrooms, a living room, and a mini kitchen/dining area. Each suite in New Residence Hall has its own unique personality and charisma.

The lobby of New Residence Lobby is oversized with space to study, access the internet, watch television, or enjoy the view of its spacious courtyard and enclosed residence hall area. This hall also hosts a fitness center with several modern fitness machines, workout equipment, and student staff on duty who are trained to help residents meet their fitness and health goals.

### **Lloyd V. Hackley Honors**

Hackley Honors Hall was established in 1998 and named after one of Fayetteville State University's previous Chancellors, Dr. Lloyd 'Vic' Hackley. Hackley Honors Hall, located in the middle of campus, is a suit style co-ed residence hall that is home to the International Education and Global Scholars communities.

This residence hall has two floors and two wings connected by an outside breezeway where students will find a homey common lobby, a laundry room on the second floor, administrative offices and a mini fitness room on the first floor.

Hackley Hall can accommodate up to 84 students per year, with suites consisting of four double occupancy rooms that share a common bathroom and living room. Students enjoy a balcony that oversees a large courtyard with seating that overlooks the small gazebo located in the middle of our campus.

### **Willis B. McLeod Hall**

Formerly known as Bronco Hall, Willis B. McLeod Hall is located on the east side of campus. It is named after former FSU Chancellor Dr. Willis B. McLeod. McLeod Hall features rooms that are conjoined by a half-bathroom shower area. The rooms in McLeod Hall are spacious and features trendy bedroom furniture sets for students to enjoy.

McLeod Hall has four floors and can house up to 240 upperclassmen within the double occupancy rooms. It has a main lobby on the first floor, a conference room and full kitchen area. There's also an additional common lobby on each of its four floors including: a fitness room, a computer lab, and TV/pool table room with a balcony view for students to enjoy as they lounge, work out, or conduct business and study. McLeod Hall also has a patio and grassy courtyard for residents to enjoy.

### **Renaissance Hall**

Renaissance Hall is the newest residence hall on campus. Located near the top of campus, students are a few steps away from the School of Business and Economics Building and the Butler Building, which is home to the English and Education Departments.

Renaissance Hall houses up to 336 residents in double occupancy rooms. Amenities include spacious rooms with carpet, a full-size bed per resident, and a large 5x4 window per room for a marvelous view of our campus. Each room has a separate bathroom to share with one roommate.

### **University Place Apartments**

University Place Apartments (UPA) is a beautiful complex a few yards from the main campus gates. Upperclassmen students can enjoy single bedroom apartments in a safe and friendly community atmosphere. University Place Apartments can house more than 300 students in several three-story apartment buildings. Floor plans include: three to four single occupancy bedrooms with individual full bathrooms per room, three single occupancy bedrooms with one individual bathroom and one shared bathroom, and four single occupancy bedrooms and two shared full bathrooms. All residents of University Place Apartments also share a living room and full kitchen area equipped with a stove, refrigerator, dishwasher, and adequate cabinet space.

## **Department Initiatives**

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### **Residential Curriculum Overview**

The Department of Housing and Residence Life established a residential curriculum, Connect FSU that sets the foundation for staff interactions with residents. Focusing on five learning outcomes, residence life staff members are able to a creative-intentional approach to aid students in developing pertinent skills to allow them to be successful in and out of the classroom environment.

#### **Learning Outcomes for Connect FSU**

##### Care and Civility

- Learn to engage in critical thinking aimed at making sound decisions
- Understand the importance of making healthy lifestyle choices
- Understand the rules, regulations, and procedures of the university
- Participate in service learning opportunities aimed at enhancing their knowledge of what it means to be civically responsible

##### Cultural Responsibility

- Collaborate with individuals from diverse ethnic, social, and cultural backgrounds



- Enhance their knowledge of history and traditions of diverse groups of people and how social differences have changed over time
- Develop an understanding, appreciation, and acceptance of diversity

#### Faculty and Social Engagement

- Be aware of and utilize the resources available through various university offices
- Develop interpersonal and social skills and habits that are essential to success at the university
- Engage in opportunities to meet with faculty and students outside of the classroom setting
- Learn to develop meaning and healthy personal and professional relationships

#### Scholastic Achievement

- Strengthen study habits and improve basic skills needed to demonstrate academic success
- Understand different learning styles
- Identify and utilize various campus academic resources
- Understand how to use and locate University printed resources (I.e. University Catalog, Code of Conduct)

#### University Pride

- Engage in activities that enhance their knowledge of FSU history
- Understand the importance of positive representation of FSU
- Participate in opportunities that promote FSU spirit
- Engage in opportunities to develop leadership skills and BRONCO pride

#### **Connections (Resident 1:1s)**

Resident Assistants are responsible for having three (3) scheduled one on one conversations with their residents over the course to the academic year.

Through these conversations we hope to accomplish the following:

- Provide the individual students a chance to reflect on their experiences in the halls and on campus
- To assess student need for resources, relationships or intervention
- Assessment of Residential Curriculum outcomes
- Relationship building between RA and individual resident

#### **Getting the Most from your College Experience**

##### **Why Live on Campus?**

##### **Independence:**

While residents must comply with all official housing and residence life and FSU policies and procedures, living on campus still provides students with a new sense of independence and responsibility.

##### **On-Campus Resources:**

Students who live on-campus can easily walk to their classes, computer labs, dining facilities, the library, and campus events. By residing on campus, students don't have to use extra time and money to drive to and from classes and to search for parking.

##### **Social Networking:**

Living on-campus allows students the opportunity to interact with not only commuters and visitors, but also fellow residential students. Student can establish lifelong friendship and networking connections. Hall staff members, bulletin boards, and friends in your hall are also resources that can aide in making you more aware of how to get involved in on-campus activities, events, and opportunities.

##### **Affordable Living:**

If you live on-campus, once your housing fee is paid at the beginning of each semester, you don't have to worry about monthly bills. All students who live on-campus are required to have a meal plan which makes eating easy and convenient.

##### **Higher GPA:**

Residential students who share classes can become dedicated study buddies to help each other stay focused on achieving academic goals. Academic resources like tutoring, supplemental instruction, writing, math, and language labs are readily accessible for residential students as well.

## University Mail Services:

### General Information

The FSU mail center is located in the lower level of the Rudolph Jones Student Center, next door to the Bronco Grill.

### Hours of Operation

The FSU mail center window is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays observed by the State of North Carolina. Students have access to mailboxes any time the Student Center is open.

### Important Reminders!

- No mailbox rental services are available during summer months.
- The cost for replacing a lost, stolen, or non-returned mailbox key is \$25.00.
- Students will be issued Campus Box Number and key to keep their entire stay here at FSU. If you decide to leave FSU before the end of the school semester, or move off campus prior to your graduation, you must turn in your key at the FSU MAIL CENTER. It is the responsibility of the student to keep the key in a safe and secure place.
- Again, you should keep your key in a safe and secure place, and do not disclose your mail box number. (Mailbox fraud continues to be on the rise at many universities.)
- Students who fail to return keys to the FSU MAIL CENTER at the close of the school year will have charges of \$25.00 automatically billed to their account.
- Inform all correspondents of your correct mail box number. Mail should be addressed to you in the following manner:

*(Your Name)*

*Fayetteville State University*

*1200 Murchison Rd.*

*CMB#*

*Fayetteville, North Carolina 28301-4298*

- Stamps, money orders, post cards, envelopes, and other postal supplies can be purchased from the Window Clerk at the FSU mail center.
- A postal service drop box is located in the lobby area of the FSU mail center for stamped mail. If mail is dropped off after 4:00 p.m., it will be mailed on the next business day.

### Protect Your Mail

- Don't let items accumulate in your mailbox. Make it a priority to visit your mailbox on a regular basis.
- Never give your mailbox key to another person. This compromises your mailbox security.
- Report suspicious activity to a Postal Employee, or the Campus Police immediately.

FSU mail center: 910.672.1123

FSU POLICE DEPARTMENT: 910.672.1341

### FSU Students – Living On Campus

We will strive to distribute your mail in a timely manner, Mondays through Fridays, and as soon as it is received from the U.S. Postal Service. Our objective is to have mail sorted and distributed to your mailbox by 12:00 Noon, except on Mondays when the volume of mail received from the U.S. Postal Service is extremely heavy.

As stated earlier, if you leave the University before the end of the school year and no longer have a room assignment, or move off campus prior to your graduation, you must turn in your key at the FSU MAIL CENTER. If you fail to do so, a \$25.00 charge for lock replacement will be automatically placed on your account with FSU. Holds on your account will not be removed until paid. You are also requested to complete a "Change of Address Form" so your mail can be forwarded to you. Otherwise, we will have to return your mail to the sender.

### Important End of Semester Information

*(This section is only for students who are graduating, leaving FSU, or moving off campus)*

Your mailbox will close at the end of the semester; therefore you will need to complete a temporary address form at the FSU MAIL CENTER. Your mail will be forwarded to the temporary address for three (3) months. Mail received after the forwarding expiration date will be returned to sender.

When graduating, leaving FSU, or moving off campus, it is your responsibility to contact family, friends, businesses, etc., to permanently change your mailing address. However, you must turn in your key and fill out a change of address card for mail forwarding.

#### *Returning Student*

If you are a returning student and would like your mail forwarded for the summer, you will need to fill out a temporary address form at the FSU MAIL CENTER. Your First-Class mail will be forwarded to your temporary address over the summer.

### **YOU MUST KEEP YOUR HOUSING ASSIGNMENT TO KEEP YOUR MAIL**

## **Involvement Opportunities in Residence Life**

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One of the most rewarding experiences you can have here at FSU is to take advantage of one of the many leadership opportunities that we provide to our students to birth the leaders of our future. Below you will find some of the many possibilities to become a part of our student leader population.

### **Leadership Development**

Joining an organization is really only the first step in your involvement on campus. Organizational involvement will provide many opportunities for you to develop your skills as a leader. You don't have to be president, vice-president, or secretary of your group to exercise leadership, either. Any initiative that you take to get involved in organizing events and activities, finding ways to improve the organization, or bringing new ideas and perspectives to the group is an exercise in leadership. Look around your hall for opportunities as well. You will find no better place on campus to assert yourself as a leader than there. The hall staff can't do it all. Is there something that you think could make the community better? Get in touch with a staff member who can help plug you into resources, but don't just leave it in their hands. Take the initiative to make your ideas happen. You will find huge payoffs in terms of your social, academic, and professional development, and you will get far more out of your experience if you do.

The Residence Hall Association of Fayetteville State University exists to serve and represent each respective housing, living and learning community. A diverse group of elected student leaders comprises the organization each academic year. These executive officers work diligently and tirelessly to provide quality programming, sustainable campus initiatives, and improve the on-campus experience in exciting and dynamic ways. RHA allows students residing in campus housing to engage in a dynamic role in the halls through community service, social and educational programs. The Residence Hall Association is the governing body of the Hall Councils in each of the halls.

All residents are invited to share ideas and utilize their Residence Hall Association to create a unique space where all students can thrive, challenge themselves, demonstrate ownership of their education, and build upon Fayetteville State University's foundation of excellence.

### **Resident Assistants**

Resident Assistants are an important link in the chain between academic achievement and personal growth in the university community. RAs are carefully selected student staff members who have the primary responsibility of advising and guiding residents while enforcing hall policy. They are successful students who have demonstrated leadership skills. RAs are valuable resources if you need help with academic, social, or personal problems. They receive special training in all aspects of hall living and usually know the answers to questions you may have (if not, they know where to find out). Your RA is there to help you and your floor in any way possible.

### **Community Council**

Community Councils are established in each community at the beginning of the fiscal year. Each community will consist of a (6-8) member team who will become Representatives of the Hall. They will function as liaison between RHA, the students, and the housing administration in order to meet the overall needs of the hall and students. The council will be responsible for attending RHA meetings, being the voice of students within their communities, and planning and executing programs.

### **Rho Alpha Sigma (Gamma Alpha Chapter)**

The Gamma Alpha Chapter of Rho Alpha Sigma seeks to recognize the outstanding efforts of the Resident Assistants with the top 10% of GPAs of all Resident Assistants, to encourage excellence in performance of the RA position, to promote the student affairs profession among the most skilled RAs, and to serve as an outlet of service to the institutional community.

### **National Housing Honor Association**

The National Residence Hall Honorary (NRHH) is the premiere honorary society supported by the leading international organization advocating for the interests and welfare of Residence hall students, while also providing opportunities for their personal growth and development. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. It ensures the advancement of member chapters through resource sharing, programming, and leadership development opportunities to contribute and support the vision of the National Association of College and University Residence Halls, Incorporated.

### **L.E.A.D.**

L.E.A.D. is a mentoring program that was created in order to enhance the residential communities. L.E.A.D. stands for **Learning, Excelling, Accepting, and Dreaming** which allows each young lady to gain self-worth, enhance leadership qualities, establish and execute goals and desires while connecting with peers, community leaders, and campus staff. L.E.A.D has ten mentors who will assist a group of female residents in programmatic efforts, community services, and mentorship.

### **Man in the Mirror**

The Man in The Mirror program is designed to support the academic, social, intellectual and spiritual growth of male undergraduate students by maintaining a community of men who will continuously support and encourage one another.

### **Residing On-Campus: Contract Terms**

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Once you have signed the housing application and the annual contract, it will become a binding agreement between you and the Department of Housing and Residence Life. In addition to conditions and terms noted within the contract, the resident is also subject to all FSU rules, regulations, policies, procedures and responsibilities stipulated within the Catalog, Student Handbook, Guide to Residential Living, Illegal Drug and Alcohol Policy, Residence Life policies, and all other University policies and procedures.

(Please remember, the residence facilities are provided as a service to students and are unique to the FSU environment. Therefore, the relationship between FSU and the student should not be construed to constitute a landlord/tenant relationship. Living on campus is a privilege granted to students seeking a home away from home.)

The application/contract is between the FSU Department of Housing and Residence Life and the student, whose signature appears on the contract. The contract is not transferable and must be accompanied by a NON-REFUNDABLE housing processing fee of \$125.00. A Parent/Guardian signature is required when a student is under the age of 18 years.

The contract must be renewed annually according to the eligibility requirements determined by the Residence Life re-contracting process. A student with a disciplinary record, a history of residence hall violations, an outstanding bill, or who is on academic probation will require approval from the Director of Housing and Residence Life or his/her designee in order to be approved to live in a residence hall. FSU may cancel a student's contract canceled before it takes effect if s/he fails to meet any of the eligibility requirements.

Failure to comply with the terms of the contract, Guide to Residence Living, Student Handbook, Code of Student Conduct or other FSU policy may result in sanctions to include, but not be limited to, termination of the contract and/or disciplinary referral under the Code of Student Conduct at the discretion of the Director of Residence Life or his/her designee. A student who is terminated will be responsible for payment of the entire semester's room rent.

For more information about applying for housing or the contract please contact the Department of Housing and Residence Life.

### **Contract Termination by Housing and Residence Life**

When removing/terminating a resident, the Director of Housing and Residence Life will provide the resident written, Maxient, or Bronco email notification of the reason for a termination and the date and time that the termination will be effective. The Director shall meet with the resident as soon as possible and provide the resident with an opportunity to dispute the reason for termination. Following the meeting with the Director, the resident shall receive a formal written notice of the Director's decision. If the Director determines that the resident shall be terminated, the termination becomes effective on the date provided in the original notice. The Director's decision shall be final. Any questions should be directed to the Assistant Vice Chancellor for Student Affairs.

**Cancellation Policy**

If a student cancels and/or does not return for the Spring semester, it does not necessarily mean he/she has cancelled the nine-month contract and there may also be fees associated with cancellation. Conditions to be released from the contract are limited. All students requesting to be released from the contract must provide proper documentation. Students will be released from the contract and not assessed a termination service charge under the following conditions:

- Student withdraws from FSU for medical reasons (student must provide documentation);
- Student who is graduating mid-year through the academic year contract;
- Student is denied admission to FSU;
- Student enlists, is drafted, or commissioned in the Military, provided, Student must provide documentation to the University that the student (1) is (i) a member of the U.S. Armed Forces or reserves on active duty or (ii) a member of the National Guard called to active duty, and (2) student (i) received orders for permanent change-of-station, or (ii) receives orders to deploy with military unit placed on active military duty;
- Student enrolls and participates in an approved FSU study abroad program
- Student ceases to be enrolled in an approved FSU academic program.

Students may submit cancellation requests by logging onto the bronco portal and selecting the term they wish to cancel then filling out and submitting their Cancellation Request. Students who want to cancel their housing contract before moving on-campus must initiate the cancellation request procedures at least two weeks prior to move-in.

Contract cancellation deadlines and penalties are as follow:

	ing Term(s)
	the official opening day of the Residence Halls
s a daily prorated rate	e official opening day or after the student accepts his/her room keys (whichever is earlier)
e 8th week of classes the contract holder sible for the full payment of the contract amount	
	Sessions (Summer I/Summer II)
weekly prorated rate	icial opening day or after the student accepts his/her room keys (whichever is earlier)

**Cancellation Penalty Appeals**

Occasionally, extraordinary circumstances arise which make it difficult for a student to fulfill his/her contractual obligations.. The Department of Housing and Residence Life has established the Contract Cancellation Penalty Appeals Process to determine if a specific situation merits release from the contract. It is the student’s responsibility to provide adequate documentation to support his/her reason for appeal. A student’s failure to provide adequate documentation may result in immediate decline of the appeal. Housing contract penalties can be appealed by completing a contract penalty appeals form which is located at the Department of Housing and Residence Life. Appeals are heard the 1st Friday of every month and you have the option to present your appeal in person. If an appeal is granted, any refunds of fees will be based on the FSU refund schedule as established by the Controller’s Office. All Contract Cancellation Penalty Appeals decisions are final.

### **Accommodations & Medical Related Needs**

Students requiring accommodations in the halls, including special assistance to evacuate their buildings in case of emergencies, should contact the Center for Personal Development at 910-672-1222.

*\*Note: All students should follow-up with the Center for Personal Development to ensure that their accommodation request has been received.*

### **Air Conditioners/Heat**

All halls are fully air-conditioned and heated. Problems with your air conditioner or heat should be reported to your building staff as soon as you encounter an issue.

### **Break Housing**

All halls will remain open during spring, fall and Thanksgiving breaks. All halls are closed during the Christmas/winter break, the intermediate periods between summer I and summer II, and the close of summer session two and fall opening. Residents must vacate their rooms before the time assigned by Housing and Residence Life or a sanction will be levied. Students will not be permitted access to the halls after closing.

### **Bronco ID Card**

FSU housing and residential students are expected to carry their Bronco ID card with them at all times.

### **Building Safety and Security**

All halls use digital recording systems with scanning cameras to record activity in public areas. All halls contain heat/smoke detectors and alarm horns.

### **Cable TV Service**

Basic cable service is included in the housing fee and is provided in the halls and does not include premium channels. For cable issues please contact ITTS at 910-672-(HELP) 4357 or place a ticket on the ITTS webpage help desk.

### **Check-In**

At check-in a student's registration status is verified. Once verified, proper documentation must be completed:

- Room Condition Form – a written copy of the condition of the room before/after the resident receives the room assignment.

After completion, a room key will be issued.

*\*Note: Any missing information on the Room Condition Form (broken blinds, torn mattress, dark spots on the floor, etc.) must be reported within 24 hours to ensure damage fines will not be charged at check-out.*

***Late arrivals should contact their Resident Director or Assistant Resident Director via email or hall contact numbers found on the website of Housing and Residence Life.***

### **Check-Out**

The check-out procedure involves a final room inspection that is done by a hall staff member to survey the condition and cleanliness of the room. A Room Condition Form (signed by the resident and staff) will be provided as documentation of a successful checkout. If the following rules are used the check-out process will be very easy. Failure to use the rules will delay your check-out process:

1. Residents must sign up with a residence life staff member 24 hours in advance.
2. Furniture must be returned to its original place before students are allowed to check out.
3. Remove all belongings from the walls and window sills.
4. Empty and clean all closets, dressers, and desks. Dust them completely.
5. Pull beds away from the walls to ensure that area has been cleaned.
6. Remove all trash from the room and suite.
7. For suite style and apartment communities, assigned common area and bathroom duties must be completed.
8. Floor thoroughly swept and mopped.

9. For a quicker check-out, have all dresser drawers, desk drawers, closet doors, and cabinets (UPA) open for easy inspection. Residents should also have their mattress tilted towards the wall.

### **Improper Checkout:**

- Residents moving out of their rooms, during a semester or at the end of an academic year, are required to schedule an appointment with their RA, Assistant Resident Director, or Resident Director to check out. Any resident who fails to adhere to the checkout procedures may be assessed a minimum \$60 improper check out fee (*additional charges may apply.*)
- Personal belongings will be held for 30 calendar days and then discarded or donated to a registered 501(c) 3 recognized charity.

### **Common Area Reservation Requests**

Housing and Residence Life has several spaces that may be reserved for special campus group functions and programs. The following locations are available for reservation: University Place Apartments Clubhouse, McLeod Hall Conference Room, New Residence Hall Lobby, and Renaissance Hall meeting facilities. To inquire about a reservation, please contact the Resident Director.

### **Consolidation Process**

Once classes begin each semester students who have not been granted a designated single room, but find themselves without a roommate during the first eight weeks of the semester (at no fault of their own), will be subject to room consolidation.

#### **WEST CAMPUS POLICY**

Students living in the following areas/room types: Bryant Hall, Harris Hall, Hood Hall, Joyner Hall, and Smith Hall, will be notified by letter, and given these options:

1. Pay the other half of the occupancy rate to keep the room as a single.
2. Move or have another student move into your space (*assignments will be made at random by the Resident Director*).

#### **EAST CAMPUS POLICY**

Students living in the following areas: Hackley Honors Hall, McLeod Hall, New Residence Hall, and Renaissance Hall, which are not filled to capacity, will also be subject to consolidation. Students in these areas will be notified by letter and either be moved or move into an empty space with another student.

Students who fail to adhere to the consolidation policy are subject to disciplinary action, and/or the appropriate rent charges. Resident Directors and Resident Assistants work with students involved in the consolidation process to help explore options, and work towards a quick and amicable resolution to the process.

Students who lose their roommates after the eighth week of the semester will not be subject to consolidation.

FSU reserves the right to make changes in the residence hall assignments, if necessary for the most effective accommodation of the student body.

### **Cooking**

Certain cooking appliances are prohibited in the halls due to the fire hazard they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers. Residents in University Place Apartments with a full kitchen may have a toaster or Foreman-type grill provided the item remains in the kitchen.

Please see a Housing and Residence Life staff member if you have questions regarding whether a certain appliance is authorized.

### **Custodial Services**

Custodial services are provided in all residence halls for the care of lobbies, activity rooms, and community bathrooms with 8 or more residents, and other public areas. Residents are responsible for the cleanliness of their bedrooms, bathrooms, kitchens and other suite common areas, including all trash removal.

### **Electrical Equipment and Appliances**

Due to the current residential room electrical configuration, a maximum of 8 amps should be used per electrical outlet in a student room.

- Typically acceptable appliances (UL approved) include: computers, gaming systems, TVs, CD players, DVD players, stereos, razors, fans, etc. Some hair dryers/curling irons may require additional power and may need to be used in the public bathroom rather than individual student rooms to avoid tripping circuit breakers.

- Use surge protectors/power strips for all electronics, particular computers, gaming systems, television, DVD players, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are prohibited.
- Open heating elements and electrical applications that may pose a fire hazard, such as hot plates, hot pots, electric or compact grills, are prohibited in residence halls, with the exception of UPA.
- Personal window air conditioning units may not be brought into the hall or installed in resident rooms.

### ***Prohibited Items***

Items that create danger to person, damage to FSU property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in halls (including student rooms). These include:

- Internal combustion engines, acids, automobile batteries, gasoline, torches, and halogen desk lamps.
- Substances for which potentially offensive/overpowering odors emanate (heavy perfumes, room scents, incents, potpourri, pots, etc.)
- Grills, charcoal and other fire starter materials.

### **Health and Safety Inspections**

For health and safety reasons, the Housing and Residence Life staff will conduct announced room inspections. On the day of inspection, hall staff members will check the room for cleanliness, maintenance, and any violations as found in the Guide to Residential Living.

### **Insect and Pest Control**

All halls have regularly scheduled pest control. If your room needs additional pest control, please contact your Resident Director.

### **Internet**

All students in residence halls are provided a 24/7 internet wired connection.

### **Keys**

Room keys may not be duplicated; however, lost keys may be replaced for up to \$165.00. To order a replacement key, see your Resident Director. Immediately report lost or stolen keys to your Resident Director, Assistant Resident Director, and Resident Assistant.

### **Laundry Facilities**

Washing machines and dryers are located in all halls. If the machines are not working properly, please contact a housing and residence life staff member. Refunds may be obtained through the One Card Office or laundry services provider.

### **Lock Out Policy**

If residents are locked out of their room, suite, or apartment:

- Residents may contact the RA on duty or desk personnel for assistance.
- Staff will confirm a resident's identity using a picture ID or Bronco card before giving access to the hall room.
- Residents will need to complete a Lock Out Form.
- After the first courtesy transaction, residents will be charged \$5.00 for each subsequent lock out. Charges will be assessed at the end of each semester.

### **Maintenance Requests**

Business Hours Facilities Protocol (Monday – Friday, 8am – 5pm)

- For work requests, students should call the front desk of the building that they reside in for assistance. When this call is made, the building staff will verify the issue prior to sending a work request via the work order database and/or calling any maintenance personnel for assistance. All work orders need to be submitted into the work order database.

After Hours Facilities Protocol (after 5pm and on weekends (5pm Friday – 8am Monday))

- For work requests that require immediate attention, after hours, students should call the RA on duty for assistance. The RA on duty will verify the issue and proceed with calling the ARD who will verify the issue before contacting the on-call maintenance personnel for assistance, if needed. ARD should enter the work order into the database.

*What are examples of emergency/non-emergency situations?*

*Non-emergency:*



- Too hot/too cold
- Sink/tub draining slowly
- General Pest Control
- When another toilet is accessible by students in the room/suite/or floor) toilet clogged or will not flush

*Emergency:*

- Total loss of power within the building/room
- Blown Out Lights
- Temperature in the Room/Building is dangerously hot or too cold
- Poisonous or Rabid Pest Control
- Flooding
- Safety issues
- Security issues (locks, doors, windows)
- Non-Working Toilet (If the room/location has two toilets that can be accessed by all students there is no emergency)

**Meal Plans and Options**

Any student residing on campus must purchase a boarding students meal-plan. Meal plan options range from the 350 – 140 Block meal plans.

All first-year/first-time students are required to have the 350 Block-meal plan during their initial year. Returning or upper level students can make meal plan changes on the One Card office website.

**Rental and Property Insurance**

In an effort to provide peace of mind for students and their families, residents are encouraged to carry personal property insurance, as the University, is not responsible for damage to residents’ property. Students are encouraged to review their homeowners’ policies to determine if any coverage gaps exist. If so, it is best to consult with your insurance agent regarding the purchase of rental insurance. The Department of Housing and Residence life cannot be held responsible for damage to residents’ property.

**Room and Furniture Modification**

As residents arrange their rooms to make it suitable for their living style, they should remember the following guidelines:

- Furniture must stay in the room, unless removed by FSU staff in accordance with an approved accommodation or modification.
- Waterbeds and other water filled furniture are prohibited.
- Personal mattresses and futons are prohibited. Other personal furniture that blocks the entrance to the room is prohibited.
- Accommodation request must be directed to the Center for Personal Development for authorization.
- All built-in-furniture or fixtures must remain intact.

**Room Assignment**

Current residents will have the opportunity to re-apply for on-campus housing for the next academic year early in the spring semester. Requests for specific rooms are honored contingent upon availability. Students with a roommate preference should plan to complete self-selection at the same time.

**Roommate Agreements**

All residents sharing a room will complete a roommate agreement. This form can be acquired from your Resident Assistant. This agreement allows roommates to discuss various aspects of sharing a room and agree upon expectations for the use of and conduct in the room. Residents are required to complete a roommate agreement form early in the year as it can help set the groundwork for a successful residential experience. Roommate agreements will be discussed by the Resident Assistant within the first two weeks of the semester.

**Safety and Security**

The hall community is home to thousands of students. It is important for residents to be safe and secure in the halls. All community members must be actively involved with creating a safe and secure environment so all students can focus on academic success and building lasting friendships.

*Building and Lobby Security*

- Residents must not prop open outside doors.
- The main entrance and all outside doors to each building are secured at all times. All residents are required to sign their guest in during visitation hours.

- From 11p.m. to 7a.m., all halls will be staffed with Access Control security officers who will provide security during the night. Residents who do not have proper identification may be fined \$25.00.
- Current residents must show their current hall entry card and Bronco Card to gain entrance into their hall during access control hours (11p.m. to 7a.m.)
- Guests of current residents must have one of the following forms of identification to gain access into the hall with their hosts: current Bronco one card, State issued Driver's License, State issued ID, Passport, or Military ID. \*On-campus residents visiting from other buildings must show their hall entry card in addition to any of the items listed previously.
- Residents and guests are required to show proper identification to Housing and Residence Life staff upon reasonable request. Without proper identification, residents and guests may be asked to leave the building.
- Video recording may occur in the hall public areas.
- Any guest who is found in violation of this policy, with regards to not being signed in, may be required to vacate the premises.

#### *Room Security*

- Residents are expected to lock their rooms and carry their key, Bronco card, and hall entry card with them whenever they are not in their rooms.
- Engaging in acts that may endanger the safety of others (e.g. blocking a person in a room, dangerous "pranks" etc.) is prohibited.

#### *Misuse of Keys/Bronco Card*

Residents shall not:

- Hand over possession of one's room key to another person.
- Hand over possession of one's Bronco/Hall Entry card to another person.
- Have possession of a residence hall room key not issued by the University.
- Allow one's room key, Bronco card, or Hall Entry card to be duplicated or modified.
- Use of a key, Bronco card, or Hall Entry card to gain entry into a building/room other than one's current building or residence.

#### *Fire Evacuation Procedures*

- All residents and staff in each hall must participate in periodic fire drills.
- Once evacuated, residents must remain outside until the building has been cleared by the appropriate officials.
- Assembly sites are provided for your safety and to allow the fire department personnel adequate access to the building. When an alarm sounds, students must assemble in the area designated by Housing and Residence Life staff.

#### **Severe Weather**

All students should be aware of and prepared (have a flashlight, extra batteries, etc.) for hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet, and ice. If such weather approaches, housing and residence life staff will call meetings and/or send emails or post signs to advise you of further necessary action (i.e. evacuation or consolidation to a safe place). Students are required to follow instructions of the staff in such cases. Hazardous weather procedures can be found on the Housing and Residence Life website.

#### **Telephone Services**

There are phones accessible for students inside of the lobby areas and if needed, students may use the phones with permission if RD or ARD is present for emergency situations.

#### **Vending Machines**

For your convenience, food and soft drink machines are located in hall lobbies. To report lost money in vending machines, notify the One Card Office.

### **Community Standards**

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#### **Procedural guidelines for conduct**

As a FSU student, you have responsibilities that you agreed to when you signed your housing contract. One of these responsibilities is to abide by the policies set forth by FSU and the Department of Housing and Residence Life. FSU policies can be found at <http://www.uncfosu.edu/policy/policies-listed-by-subject> and in the student handbook which is online at <http://www.uncfosu.edu/handbook>. The Code of Student Conduct can be found at either link. If you have any questions about these policies, please contact your RA, Assistant Resident Director, or Resident Director for clarification.

If you are involved in a situation that is considered a violation, an RA or another hall staff member may come to your room. The RA will identify the resident(s) responsible for the room to discuss the behavior(s) of concern and attempt to resolve the situation. The RA will

then write an incident report documenting the details of what happened including names of individuals present, the violations that occurred, and any other relevant information. The report is then forwarded to the Resident Director for review. Depending on the nature of the incident, the Resident Director will follow up via meeting or written statement. The RA is not responsible for assessing your role in the situation, s/he merely documents what occurred. The Resident Director will determine each student's role, if any, in the incident.

After reviewing an incident report, your Resident Director will decide the best course of action. If s/he needs to resolve the matter through a meeting, you will be notified via a letter in your mailbox or an email to your Bronco email account. Regardless of whether a meeting is held, the Resident Director will try to hear your perspective on the incident and determine if you are responsible or not responsible for the behaviors reported. If you are held responsible, you may be sanctioned.

To prevent situations from occurring in your room when you're not present, lock your room door. If you're away from your room, yet leave your room door unlocked and friends go to your room and engage in behavior that results in a violation, you may be held responsible because the incident occurred in your room. By choosing to not lock the door, you have inadvertently allowed access for wrong-doing to occur.

### **General Rules of Conduct**

In all communities, there are standards of behavior that bind participants together and a body of official rules and regulations that define personal freedoms and responsibilities. It applies to all members of the housing and residential living community and is intended to promote an atmosphere of trust and fairness in all spaces and in the conduct of daily campus life. This section outlines the rules and regulations for living in FSU housing; as well as, the consequences associated with violations and the general rules of conduct.

When violations occur to any part of a hall every effort is made to determine who is responsible. When this fails, however, all residents in the area affected will be notified of the violation and given a period of time in which any information about the incident may be given to your RD. If this fails to yield a responsible party, all residents in the affected area will be sanctioned accordingly. A series of warning letters are sent to residents in an attempt to gain information leading to the apprehension of the responsible party.

As part of the living community, all students and their guests are expected to:

1. Abide by all policies and procedures as stated in the Housing and Residence Life Contract, Guide to Residence Living, Student Handbook, Code of Student Conduct, and other FSU policies.
2. Understand that ignorance of the policies and procedures does not absolve students and guests from consequences for failure to comply with them.
3. Housing and Residence Life reserves the right to refer violators of any alleged charge to the appropriate campus authority which may include, but may not be limited to, a meeting with a housing and residence life staff member or a referral to the Director of Student Conduct or the Director of Housing and Residence Life.

### **Alcohol**

The possession, consumption, or selling of any type or any amount of alcoholic beverages is strictly prohibited in any FSU housing or residential facility regardless of a student's age.

### **Balconies, Roofs, Windows**

Balconies, roofs, and windows of the residence halls must be kept clear of items including hanging articles and furniture. Residents are prohibited from removing window screens – all screens provided by FSU must remain intact and in the window. Damaged or missing screens should be reported to the Resident Director. No resident is permitted on the roof at any time. No items may be thrown over the balconies. Students caught throwing things may be subject to removal from the residential facility with no refund of fees and full payment of contract required.

- Entry and Exit from residence halls windows is prohibited.
- Windows should be closed when residents are not in the room or during harsh weather conditions. Residents are responsible for damage to the room or personal property caused by an open window (ex. Pipes freezing). The damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.
- Nothing (including antennas, food, or cables,) is to be hung from or placed on windowsills, ledges, or pipes.

### **Bicycles, Hoverboards, Skateboards**

For fire and life safety reasons, bicycles, skateboards, roller skating, and hoverboards are not allowed inside the halls at any time.

### **Children in Halls**

Children, under the age of 14, are restricted from the halls. See visitation policy for further details.

### **Conduct towards Fayetteville State University Staff**

Students and/or their guests must be respectful of the FSU community at all times.

Illegal conduct or harassing behavior (as defined below) of any kind will not be tolerated. Students and/or guests may be removed from the hall for inappropriate conduct or behavior with the possibility of not receiving a refund of housing fees and the full payment of the student's contract.

Students who feel that they have been treated inappropriately by a housing and residence life staff member should provide a written complaint to the Associate Director of Housing and Residence Life.

### **Confiscated Property**

Unauthorized items will be confiscated and may not be returned.

#### **Damage/Excessive Cleaning**

- All residents of the floor or hall community will be charged for common area items that are missing, damaged, or require extra cleaning when the individual(s) responsible cannot be determined.
- When residents acknowledge that they are responsible for specific damage, they accept responsibility for repairs and the floor is not charged.
- Any and all costs associated with activation and/or damage caused from the activation of sprinkler head or smoke detectors will be the responsibility of the resident(s). Damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.
- Residents who wish to appeal may do so within 3-5 days of receiving the charge. Appeals are to be sent, via written format, to the Associate Director of Housing and Residence Life.

#### **Disorderly Conduct**

- Acting in a manner so severe, pervasive, and objectively offensive that it materially or substantially interferes with normal housing and residential activities or when FSU has reason to anticipate such disorder;
- Intentionally and substantially interfering with the freedom of expression of others on the premises or at hall-sponsored events;
- Failing to leave the scene of a fight, riot, or group disruption when asked by FSU police or other FSU officials.

#### **Doors, Walls, and Room Decorating**

Residents are encouraged to decorate their rooms to make them unique and feel like home. Before adding personal touches, residents should be sure to follow these guidelines:

- Use 3M Command Strips, or painters tape to hang items on the wall
- No over the door hooks are to be used on any door (including main room door, bathrooms, and closets).
- Do not use screws, nails, thumbtacks, staples, or strong adhesives such as duct tape, packing tape, glue, or foam-type adhesive strips to attached posters and other articles to room surfaces. Use of these items can cause damage to walls, ceiling, and furnishings.
- Painting, drawing, or writing on any surface in the room, including the doors, with any type of marker, including but not limited to dry erase marker, crayon, pencil, or charcoal are not allowed.
- Miniature UL approved lights that do not generate noticeable heat are permissible in student rooms. No electrical wiring or lights of any type may be run through a doorway to be used as decoration in the hallway.
- No live trees, branches, or wreathes may be used to decorate rooms or hallways.
- No candles, incense burner, potpourri pots, or scented candle lit oil warmers may be used at any time.
- No decorations may obstruct access to halls, stairwells, or exits due to fire safety regulations.
- The outside of the room door and the window facing outward are considered public display areas which should represent the character of the institution. Therefore, public areas should not display harassing (as defined below) material.
- The hall room number is located on the exterior of each resident's door and must be visible at all times.
- All mounting materials must be removed prior to checkout. If damages are found, the student will be fined.

### **Drugs/Drug Paraphernalia**

FSU has zero tolerance for the purchase, attempt to purchase, possession, distribution, attempt to distribute, trafficking, manufacturing, or use of illegal drugs or aiding in any of the above..

### **Fighting/Assault**

Belligerent acts that result in threatening, pushing, hitting, or shoving may result in a required room change or removal from residence life housing with no refund of fees and full payment of contract required. Students who find themselves confronted by such situations should report the matter to their RA, or any staff member.

### **Fire and Life Safety**

Fire safety equipment, including smoke alarms, are provided in each room and are maintained regularly. If special accommodations need to be made, please contact the Department of Housing and Residence Life and the Center for Personal Development.

No items are to be hung from or placed over smoke detectors, sprinklers, or over building lighting (in rooms, common areas, bathrooms, hallways, etc.) Each time a fire alarm sounds, it is mandatory for all students and guests to evacuate the building. Residents who remain in the building during a fire alarm will be subject to sanctions.

Tampering with fire safety equipment (which includes but is not limited to sprinkler heads, smoke detectors, fire extinguishers, and pull stations) subjects the violator to discipline and additional charges for any resulting repairs and/or cleaning if city fire trucks are called unnecessarily. Other sanctions may also be imposed.

### **Resident Responsibility for Guests** (*also see Visitation Policy*)

Resident students are responsible for the actions and conduct of their guest(s), and they must inform their guests of the rules and regulations as listed in the Guide to Residential Living. While a guest is not a student, they must comply with all regulations in the Guide to Residential Living and the Student Handbook. The resident student assumes 100% responsibility for the failure of the guest to comply with all regulations.

In the event the guest does not comply with existing regulations, the guest will be required to leave the hall immediately and will not be allowed re-entry during the interim and any sanction period that the host student may receive. Additionally, the host student may be subject to dismissal from the hall and other sanctions as deemed appropriate by FSU.

### **THE HOST MUST ACCOMPANY HIS OR HER GUESTS AT ALL TIMES.**

This includes situations such as; if a host is on the first floor to receive a take-out order, the guest must accompany the host on the first floor; if a host is leaving the building (going to class, work, etc.) the guest must also leave the building. If a host has two (2) guests signed-in, both guests must follow the same procedures. Any guest found in the building not accompanied by their host will be removed immediately from the hall and not be allowed re-entry.

In the event of fire/building evacuation, hosts should accompany their guests at all times and follow all staff instructions.

### **Harassment and/or Retaliation**

Any act which leads to a hostile environment including conduct that is

- directed toward a particular person or persons,
- unwelcomed,
- based upon the person's race, color, religion, national origin, sex, gender, sexual orientation, gender-identity, creed, disability, veteran status, political affiliation or student organization affiliation,
- severe or pervasive, and
- so objectively offensive that it unreasonably interferes with the target person's employment, academic pursuits, or participation in FSU-sponsored activities, such that it effectively denies equal access to FSU's resources and opportunities.

### **Infliction or Threat of Bodily Harm**

- Intentionally or recklessly causing physical harm to any person;
- Intentionally or recklessly threatening a substantial risk of bodily harm to any person; or
- Intentionally or recklessly placing a person in fear of imminent physical injury or danger.

### **Mandatory Meetings**

Housing and Residence Life reserves the right to call mandatory meetings as deemed necessary by appropriate staff. If you are unable to attend a mandatory meeting due to a class conflict, contact your Resident Director or the staff member you are to meet with at least 24 hours prior to the meeting.

Mandatory Meetings include, but are not limited to, the following hall meetings:

- Winter Break Closing meeting
- Spring Closing Meeting
- Housing Process Informational Meeting
- 1<sup>st</sup> Floor Meeting

### **Noncompliance**

Failure to comply with reasonable directions and requests of an FSU official, or failure to heed an official summons of any FSU official acting in the performance of his or her duties will result in referrals for possible sanctions to the Director of Housing and Residence Life, Resident Director, Associate Director of Housing and Residence Life, or the Director of Student Conduct. Failure to appear for appointments is viewed as noncompliance and may result in similar action as noted above.

### **Quiet and Courtesy Hours**

**Courtesy hours** are in effect 24 hours a day. During courtesy hours, music, voices, or noise should be non-disruptive to your community. Residents are expected to comply immediately with requests of others to lessen or eliminate noise. Residents are expected to demonstrate courtesy and consideration towards others at all times.

Courtesy hours should always be observed in public areas where students are trying to study, such as in computer labs, quiet rooms, reading rooms (Bryant, Joyner, Renaissance), and the lobby areas (including at UPA).

**Quiet Hours** are defined as specified periods of time on a hall floor when it is expected that noise will not interrupt the required atmosphere for living and learning. Residents and their guests are expected to refrain from generating any noise that transfers from room to room, room to hallway, public areas to rooms/hallways, or carries down the hallway. This includes speaking in the hallway and having TVs/stereos at an excessive volume. Residents and guests who violate this requirement may be administratively removed from the community at any time.

*Quiet Hours are as follows:*

- *Sunday – Thursday: 10pm – 10am*
- *Friday & Saturday: 12am – 12pm*

During these hours please keep noise to a minimum to allow residents to study and sleep.

### **Pet Policy**

For health reasons, sanitary concerns, and space constraints, pets, of any kind, with the exception of fish and service and assistance animals, are not permitted in the halls.

For more information about service and assistance animals contact the Center for Personal Development and the Department of Housing and Residence Life.

Fish aquariums must not exceed 5 gallons and must be cleaned on a regular basis. Students will be financially responsible for cleaning/damage repair costs should the tank leak, break, or cause any damage to property.

### **Posting Policy**

All publicity for FSU functions (flyers, posters, etc.) must be approved by Graphics and Design Coordinator 48 hours prior to the time of posting and must include the appropriate signature.

### **Hall Grounds and Public Areas Protocol**

Hall public areas and grounds surrounding the halls are for the enjoyment of all residents. Behavior that endangers others or distracts from a welcoming community environment is not acceptable and includes but is not limited to the following:

- Residents who engage in disorderly conduct (as defined above) will be asked to leave public areas. Disorderly guests will be required to leave the building and/or campus.
- Loitering by nonresidents in hall public area is prohibited. Violators are subject to arrest for trespassing.

- Housing and residence life staff reserve the right to secure or clear any and all hall public areas, including the main lobby.
- Furniture assigned to public areas, lounges, hallways, study rooms, computer labs, bathrooms, etc. of a floor or hall may not be moved into individual student rooms.
- Students are expected to refrain from a level of noise that disorderly disrupts operations in administrative areas of the hall. Disorderly conduct is defined above.
- Ball playing, throwing water balloons or snow; use of paintball, pellet or water guns, skateboarding, hover boarding, and all other activity which may potentially block hall entrances or impede pedestrians are prohibited on hall grounds, porches, entranceways, and directly adjacent areas.
- Individual or group participation in an activity inside a hall that would be identified as sports recreation suitable for outdoor (or recreation facility) setting, which include, but is not limited to, Frisbee throwing, dribbling, golfing, hockey playing, skating, and running, are prohibited. Roller blades, bicycles, hoverboards, skateboards, and scooters may not be used inside a hall.
- Residents participating in a prohibited “party atmosphere”, which includes but is not limited to, excessive gathering of people in a student room or common area while significant disorderly conduct occurs (see above definition). These situations may be prohibited despite the absence of alcoholic beverages.

### **Room Entry**

FSU respects its residential students’ reasonable expectations of privacy in their rooms and makes every effort to ensure privacy in FSU halls. This right to privacy is balanced by FSU’s responsibility to protect the health and safety of the FSU community. Thus, when circumstances warrant, FSU employees are authorized to enter and search a student’s room to ensure the health or safety of residents or when the FSU employee has reason to believe that a FSU policy or state/federal law is being violated. This Administrative Room Entry and Search Process is intended to delineate a procedure for this realistic necessity which will preserve as much as possible the integrity of individuals and their rights to privacy.

### **Room Changes**

Contact your Resident Director for room changes. To request a room change after the online period has ended, contact your Resident Director who will assist you in filling out the necessary paperwork. The Resident Director will notify you when your request has been received and will instruct you on further procedures. Do not move until you have been contacted by Housing and Residence Life and have permission to change rooms. Unauthorized room changes are prohibited. A resident who moves without authorization may be assessed a \$50 fine and may be required to move back to his or her originally assigned space. Housing and Residence Life reserves the right to make a room change any time it is deemed to be in the best interest of the students involved.

### **Sexual Harassment**

Any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- such conduct is severe, persistent, or pervasive, and
- such conduct objectively interferes with, limits, or deprives an individual from participating in or benefiting from the University’s education or employment programs and/or activities.

### **Sexual Misconduct**

Any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Sexual misconduct, as defined by the University *Prohibited Sexual Conduct Policy* includes, but is not limited to the following:

- Attempted or completed intercourse or penetration (anal, oral or vaginal);
- Sexual touching (including disrobing or exposure);
- Sexual exploitation;
- Sexual intimidation;
- Stalking;
- Dating violence; or
- Domestic violence

### **Smoking**

Smoking is not permitted inside any hall at FSU. Residents and/or their guests who wish to smoke may do so outside at the designated smoking areas where there are proper ash receptacles. Smokers must properly dispose of cigarette/cigar remains in designated receptacles. Smoking must occur 25-50 feet away from the building.

### **Solicitation**

- Vendors or sales representatives may not sell items or take orders for items inside a hall or on hall grounds.
- Residents may not conduct business inside the hall, sell, or distribute products, permit their rooms to be used for sales by any outside vendor, or personally use their room as a base of a commercial enterprise.

### **Theft**

Theft is defined as the unlawful taking or use of FSU or personal property. It shall also mean the possession or purchasing of stolen property if the possessor/buyer did in fact know that the item was stolen.

### **Trash Removal**

Students living in the halls are asked to properly bag and tie all trash before taking it to the designated trash pick-up site for your hall. Students are prohibited from:

- allowing trash/waste to collect inside their rooms for long periods of time.
- placing trash outside of their room doors in the hall or breezeway of their hall room or apartment.

### **Vandalism, Defacement, or Arson of Property**

Any act that intentionally or maliciously destroys, damages, defaces, misuses, or sets fire to FSU property or property of any persons on FSU premises, or at FSU-sponsored activities.

### **Violations of Municipal, State, or Federal Law**

Students may be accountable to both outside authorities and to FSU for acts which constitute violations of law.

### **Visitation**

The purpose of the guest policy is to encourage residents to host guests in a responsible manner.

Hosting guests is a privilege, not a right. If the guest policy is violated, resident students will lose their privilege to host guests. For insurance purposes, individuals under the age of 14 are not allowed in the Residence Hall unless they are accompanied by a parent. Roommates are required to sign the roommate agreement before visitation will be permitted inside their rooms.

#### **Residential Student Guest Sign-In**

- All guests (people who do not live in the host hall) must stop by the front desk or the access control station with the host to sign-in.
  - The host must sign them completely in following the protocols and procedures set by the Department of Housing and Residence Life.
  - Non-building residents are required to show a valid form of identification before signing in.
- In the event of fire/building evacuation, hosts should accompany their guests at all times and follow all staff instructions.

#### **Visitation Hours**

Sunday – Thursday

12pm (Noon) – 12am (Midnight)

(Friday and Saturday

12pm (Noon) – 2am (Morning)

Resident students can sign-in a maximum of two (2) guests at one time. No one room may have more than half its occupancy size, in guests, present in the room at one time. (Ex. 6 residents – no more than six guests at a time.)

#### **Overnight Guests**

Resident students must follow the following procedures to host an overnight guest:

- Overnight guest require advance (3 days) approval from the Resident Director or Assistant Residence Director.
- A resident may not host an overnight guest in student housing without the prior consent of all roommates/suitemates.
- A resident may not host an overnight guest of the opposite sex.
- A resident may not host an overnight guest under the age of 18 years old except as described below. While visiting, minors must always be under the supervision of the parent and hosting parties. Any visiting minor (under 18 years of age) must be accompanied at all times by the resident he or she is visiting, must present a photo I.D. or written parental permission for the visit, and is subject to the same visitation hours as any other guest.



- Minors between age 14 to 18 who are not FSU students or accompanied by an adult family member may visit overnight in the residence halls if he/she is staying with a sibling who is a resident of the building, or if the underage guest can present written parental consent for the visit, including a valid phone number where the parent or guardian can be reached for verification, to the front desk staff upon sign-in. The minor children or dependents of residents are not permitted to permanently live in a resident's room. For all minor visitation please speak with Residence Hall Staff. Minors under age 14 shall not stay overnight.
- No overnight guests will be allowed to stay more than three (3) consecutive nights
- A resident may only host a maximum of two (2) overnight guest's requests per semester.
- Residents are responsible for ensuring that their guest(s) abide by University Policies and the same conduct expected of residential students.
- Guests are prohibited from using a bathroom, or shower, not designated for their gender.
- Guests are prohibited from having multiple persons present in single use bathroom or showers at any time. Common area spaces may not be used as a sleeping area. Guest(s) may be required to leave if their behavior is deemed inappropriate by the hall staff or FSU Police or Security. Violations of the above visitation policies may result in the termination of guest privileges. For more information on Overnight Visitation, please contact your Resident Director or Hall Staff.

### **University Place Apartments – Visitation Guidelines**

Students residing in University Place Apartments (UPA) are expected to adhere to all guidelines outlined in the above visitation policy. Students residing within UPA have open visitation hours; however, UPA students must sign-in all guests at the UPA main desk. Non-Residential Students found in UPA between the hours of 12am–12pm Sunday- Thursday, 2am-12pm Friday & Saturday without proper documentation, will be asked to vacate the premises.

Residential students, with a valid Bronco Card visiting UPA during the hours of 12pm – 12am Sunday –Thursday, and 2am-12pm Saturday & Sunday, must stop by the UPA main office to be logged in as a guest. Residential students who have not been logged in as a guest between the hours of 12am–12pm Sunday- Thursday, 2am-12pm Friday & Saturday, will be documented and asked to return to their assigned residence hall. UPA students must request prior approval of overnight guest as outlined in the Visitation Policy.

### **Guest Sign In**

Within all Residence Hall internal residents (people who live in the same hall but different rooms) do not have to sign-in to visit other residents in their same respective facility; however, after visitation hours (see Visitation Hour Guidelines) “non-room” residents are expected to leave, unless there is mutual consent amongst roommates.\* Students with outstanding disciplinary sanctions or Residence Life charges are ineligible for visitation, until such items are resolved.

Guest(s) must be signed in at all times. All guests will need to stop by the front desk or see a hall professional staff to complete visitation forms. These hours are subject to change at the administrative discretion of the Resident Director due to inclement weather or other university deemed emergencies. Any resident who has an unattended/illegal /unapproved guest will be subject to:

- loss of visitation privileges
- fines or sanctions imposed
- possible contract reassignment or termination
- other disciplinary action as needed

Housing and Residence Life reserves the right to deny or restrict guest visitation, or ask visitors to vacate the premises at any time.

### **Children in Halls**

Children, under the age of 14, are limited from entering the halls. See visitation policy for further details.

### **Weapons, Explosives and Hazardous Materials**

- The unauthorized use or possession,
- Threat of unauthorized use or possession, or
- Unauthorized storage of any weapon on FSU premises or at FSU-sponsored activities.

### **Multiple Violations/Behavioral Incidents**

Over time multiple minor violations can become a serious detriment to the quality of life. Therefore, any student who is involved in multiple incidents in one year is subject to but is not limited to: required room change, residence life probation, or removal.

### **Policy Violation Procedures**

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Policies and procedures are put into place for the safety and development of the community. When policies are violated a certain protocol takes place. Here is what you can expect:

1. The incident is addressed by a member of the Department of Housing and Residence Life.
2. The incident is documented on an Incident Report Form.
3. Those involved with the incident will be asked to fill out a Student Statement Form.
4. Those involved may be provided a Notice Statement to schedule a meeting.

### **Student Conduct Board**

At the discretion of the Director of Housing and Residence Life, an incident may be referred to the Office of Student Conduct Any sanctions issued will be rendered in accordance with the Code of Student Conduct.

### **Residence Life Sanctioning**

**At the discretion of the Director of Housing and Residence Life, an incident may lead to administrative sanctions by the Department of Housing and Residence Life. The types of administrative sanctions that may be issued by Housing and Residence Life Staff are:**

#### **Verbal Warning**

Housing and Residence Life may issue up to 1 verbal warning per year.

#### **Written Warning**

Housing and Residence Life may issue written warnings at the discretion of the Director.

#### **Confiscated Items**

Housing and Residence Life does not have storage space to keep confiscated items. When an item(s) is confiscated from a student, it will NOT be returned to the student.

#### **Educational Sanction**

Designed to promote self-reflection, the student's understanding of how his/her behavior impacts others, the FSU community, the student's personal being, and personal future as well as being a deterrent for future violations and raising awareness through activities that relates to the violation.

#### **Fines and Restitution**

Monetary penalty that is added to a student's financial record; if not paid, this may result in an administrative hold on one's record. There are four types of charges within Housing and Residence Life:

1. Fire & Life Safety fines up to \$250 and restitution and
2. Vandalism/Damage to Property restitution

The Amount of fines are at the discretion of the Director of Housing and Residence Life. Students are subject to fines given at the discretion of residence life staff for failing to comply with directives given by residence life staff.

#### **Community Service**

Requires the student to volunteer personal time for the hall, campus or community at-large.

#### **Revocation of a Privilege**

Having one's privileges as a resident of the FSU restricted for a specified amount of time as related to the violation (i.e. suspension of visitation).

### **Required Room Change**

The student must move out of the current room to another space allotted by Housing and Residence Life by a specified date.

### **Referral**

Housing and Residence Life reserves the right to refer students to other offices within the FSU for further sanctions.

### **Residence Life & Housing Probation**

The student is in a probationary status within the hall system; any significant behavioral violation of policy while on probation will cause the student to be terminated immediately from the hall community with no refund of housing fees and full payment of contract required.

### **Termination/Removal**

The student is required to move out of the hall community within a specified period of time which is determined by the Director of Housing and Residence Life at the time of the incident. The student is banned from all campus housing. There is no refund of fees; full payment of contract is required. Students removed/terminated can re-apply for on campus housing, after two academic semesters, by submitting a written request to the Director of Housing and Residence Life. Approval is not guaranteed.

### **Interim Removal**

Whenever there is evidence that the continued presence of a student in the residential community poses a substantial threat to others or to the stability and continuance of normal residence life functions, residence life may remove the accused student for an interim period pending disciplinary proceedings. Such interim removal becomes immediately effective. A student removed on an interim basis will be provided with notice and an opportunity to be heard.